The George Brown College

Part-time Courses

1978/79

E-164

PART-TIME COURSES

COMMENCING SEPTEMBER 1978

For information, phone 967-1212

The George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

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General Information

Application/Registration

Application may be made by mailing the enclosed application form accompanied by the total course fee or in person at the campus offering the course; telephone enquiries are invited. Because many courses are very popular, application should be made well ahead of the listed start date to ensure a place.

Registration Locations

Candidates are expected to register at the campus conducting the course.

The campus on which a course is conducted is indicated in the course description.

Locations of the campuses are as follows:—

College Campus

507 College Street
Tel: 967-1212, ext. 305 or 306
Office hours:
9:00 a.m.-7:00 p.m.
(Monday to Thursday)
9:00 a.m.-4:30 p.m.
(Friday)

Kensington Campus

21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609
Office hours:
8:00 a.m.-7:30 p.m.
(Monday to Thursday)
8:00 a.m.-4:30 p.m.
(Friday)

Casa Loma Campus

160 Kendal Avenue
Tel: 967-1212, ext. 405
Office hours:
8:00 a.m.-7:30 p.m.
(Monday to Thursday)
8:00 a.m.-4:30 p.m.
(Friday)

St. James Campus

200 King Street East
Tel: 967-1212, ext. 504 or 510
Office hours:
8:00 a.m.-8:00 p.m.
(Monday to Thursday)
8:00 a.m.-4:30 p.m.
(Friday)

Tuition Fees

Fees are usually set at $1.00 per hour plus a $5.00 non-refundable registration fee. In some cases the fee may be higher to maintain limited enrolment.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 (total) for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount.

Materials Fee

Some courses have an additional charge for materials used.

Identification

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested.

Refunds

To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable. In addition a charge of $1.00 per hour of each scheduled session held prior to the date of application for refund will be made, whether or not the student attended classes. If a course is cancelled, full refund will be made.

REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT.

Change of Course

Students wanting to change course must apply in person to the campus admissions office for authorization and any required fee adjustment.

Part-Time Studies During The Day

Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

Prerequisites

Candidates are advised that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

Minimum Enrolments

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum.

Textbooks and Supplies

Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

Certification

Applicants should inquire at the time of registration concerning certification and accreditation.

Changes in Course Offerings

The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of course offerings without notice.

ACADEMIC STUDIES

Academic

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 11 ENG 909

Monday and Wednesday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English Language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

Start dates: October 2, 1978
January 29, 1979
June 4, 1979

English Upgrading 12 ENG 910

Monday and Wednesday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates: October 2, 1978
January 29, 1979
June 4, 1979

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Start dates: October 3, 1978
January 30, 1979
June 5, 1979

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates: October 3, 1978
January 30, 1979
June 5, 1979

Biology BIO 900

Monday and Wednesday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology in the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Start dates: October 2, 1978
January 29, 1979
June 4, 1979

Chemistry CHEM 900

Tuesday and Thursday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start dates: October 3, 1978
January 30, 1979
June 5, 1979

Physics PHY 900

Tuesday and Thursday
7:00-10:00 p.m. (Fall and Winter)
5:30-8:30 p.m. (Summer)
Kensington Campus
75 hours
Fee: $80.00

Prerequisite: Grade 10 Science or SCI 908 and grade 11 Math or MATH 909.
Course Content: Grade 11 or 12 level.

Start dates: October 3, 1978
January 30, 1979
June 5, 1979

Advanced Technical Evening Classes (A.T.E.C.)

Mathematics I MATH 100X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 Math, MATH 910, or equivalent.
Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and scales
Algebra, Logarithms, Trigonometry and Analytic Trigonometry.

Start dates: October 3, 1978
January 23, 1979

Mathematics II MATH 200X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start dates: October 3, 1978
January 23, 1979

Mechanics I MECH 100X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start dates: October 2, 1978
January 23, 1979

Physics I PHYS 100X

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100 or equivalent.
Course Content: Properties of matter; mechanics: force, motion, speed, velocity, acceleration, projectiles, momentum, simple machines, work, friction, elasticity. Heat: temperature measurements, heat transfer, expansion, heat units, latent and super heat. Sound waves. Light: intensity, inverse square law, speed of light, ray optics, wave optics including lenses, interference, diffraction and polarization. This course is taught in SI units.

Start dates: October 4, 1978

Career Improvement

Mathematics MATH 530X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed to prepare the student for future studies at the post-secondary level in technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Start dates: October 3, 1978
January 23, 1979

Trade Mathematics I MATH 610X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start dates: October 3, 1978
January 23, 1979

Trade Mathematics II MATH 630X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

Start dates: October 3, 1978
January 23, 1979

Medical Terminology Part I ANAT 100X

Tuesday, 7:00-9:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems.
NOTE: ANAT 100 is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Start dates: October 3, 1978
January 29, 1979

Psychology Introductory PSY 161X

Monday and Wednesday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Concepts and theories of psychology: learning, motivation, individual differences; application to practical issues in business and personal life, helping the student to understand himself and others.

Start dates: September 12, 1978
January 9, 1979

English for New Canadians ENG 904

3 hours daily
St. James Campus
60 hours
Fee: $65.00

Classes begin weekly; individual programming.
Course Content: Designed for persons whose native language is not English, but who possess an ability in English equivalent to that acquired from a basic course in English-as-a-Second-Language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared; emphasis on vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

Basic Coatings Technology CHEM 901

Thursday, 8:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

The course is intended to assist coatings industry employees; those who have only recently entered the coatings and allied raw material industries and those who feel the need for a refresher course in the fundamentals of Coatings Technology to increase their ability to apply themselves more effectively in the coatings industry.

Start data: October 5, 1978

Advanced Coatings Technology, Module 3 CHEM 904

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Production, chemistry, properties, types and uses of lacquered resins, water reducible resins, hydrocarbon resins, and silicones.

Start data: October 3, 1978

Advanced Coatings Technology, Module 4 CHEM 905

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Types of polymers; molecular weight and its distribution; polymer structure and properties; polymerization processes; polymerization mechanisms; polymer morphology; degradation and stabilization of polymers; analysis and testing; rheology.

Start data: January 30, 1979

Advanced Coatings Technology, Module 6 Laboratory CHEM 907

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisites: CHEM 901 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of solvent and waterborne coatings.
NOTE: Enrolment for this course is limited.

Start data: October 4, 1978

Coatings Technician Part Time CHEM 951

Saturday, 9:00 a.m.-4:00 p.m.
Casa Loma Campus
210 hours
Fee: $215.00

This program is intended to assist the coatings and allied raw materials industries to improve the level of education and training of their employees. Courses covered in Year 2: Resin Technology, polymer chemistry rheology, industrial chemistry, analytical chemistry.

Start date: October 7, 1978

Pre-Nursing Biology BIO 910

Wednesday, 8:00-10:00 p.m.
Location to be announced
30 hours
Fee: $35.00

To introduce students to the concepts of biology necessary for entrance into Nursing Diploma and Dental Programs. To be taken in conjunction with CHEM 910 unless directed otherwise.

Start date: February 14, 1979

Pre-Nursing Chemistry CHEM 910

Wednesday, 6:00-8:00 p.m.
Location to be announced
30 hours
Fee: $35.00

To introduce students to the concepts and formulas of chemistry necessary for entrance into Nursing Diploma and Dental Programs.
To be taken in conjunction with BIO 910 unless directed otherwise.

Start data: February 14, 1979

Astrology (Beginners) ASTR 900

Thursday, 6:00-8:00 p.m.
Casa Loma Campus
40 hours
Fee: $45.00 (plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies)

Course Content: Elements of Astrology; origin and history of Astrology; signs, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Start dates: October 5, 1978
January 25, 1979

Astrology (Intermediate) ASTR 901

Monday, 7:00-9:00 p.m.
Casa Loma Campus
40 hours
Fee: $45.00 (plus a fee of $15.00 for each of two examinations, one of which will follow each section of the course. Examination fees are to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Beginner's level.
The Intermediate level comprises two half courses.
Course "A" Content: Chart-making, geography, measuring positions of stars and planets, logarithms, mathematics of Astrology.
Course "B" Content: Aspects and introduction to chart interpretation. Students will be examined at the end of each half course and must successfully complete this level before they can continue to the Advanced level course.

Start dates: October 2, 1978
January 22, 1979

Astrology (Advanced) ASTR 902

Thursday, 7:00-9:00 p.m.
Casa Loma Campus
Fee: $45.00 (plus a $15.00 examination fee which is to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Intermediate level.
The course provides knowledge of Astrological chart interpretation for examination and credit by the Institute of Astrological Studies.
Course Content: Planetary patterns and interpretation. Establishing birth times. Correcting charts and problem charts. The use of psychology in chart interpretation. The ethics of an astrologer.

Start date: October 5, 1978

Information about the ENG 201X (English and the Business World) and ENG 401X (English and the Legal World) can be found in the Clerical and Secretarial Skills section of Business and Commerce.

Information about the EC 903 (Economics) can be found in the Insurance section of Business and Commerce.

Language Training

Pre-Intermediate English LT 813

Monday and Wednesday
or Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is a course for English second language learners who wish to proceed to Intermediate English. The course will include work in the following areas: speaking, listening and grammar. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level. The necessary pre-testing and registration will take place the week before classes officially begin.

Start dates: October 2, 1978
February 5, 1979
June 4, 1979

Intermediate English (Conversation and Writing) LT 812

Monday and Wednesday
or Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: This is a course for second language learners who already know some English. The course will include work in the following areas: speaking, reading, writing, grammar, listening comprehension. There may be some work in our language laboratory to improve stress and intonation. Students who successfully complete this intermediate Course will qualify for the Advanced Course in English offered at College Campus.
The necessary pre-testing and registration will take place the week before classes officially begin.

Start dates: October 2, 1978
February 5, 1979
June 4, 1979

Advanced English Reading and Conversation for New Canadians LT 803

Monday and Wednesday
or Tuesday and Thursday
7:00-9:30 p.m.
9:00-12:00 noon daily
College Campus
60 hours
Fee: $65.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills.
The necessary pre-testing and registration will take place the week before classes officially begin.
Note:Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Start dates: October 2, 1978
February 5, 1979
June 4, 1979

Speaking Canadian French (Basic) LT 804A

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Speaking Canadian French (Intermediate) LT 804B

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Speaking Canadian French (Advanced) LT 804C

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence; language is presented in relevant French-Canadian socio-cultural context.

Start dates: September 5, 1978
January 9, 1979

Italian Language and Heritage (Basic) LT 806A

Tuesday and Thursday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Italian Language and Heritage (Intermediate) LT 806B

Tuesday and Thursday
7:00-9:30 p.m.
College campus
60 hours
Fee: $65.00

Course Content: Develop language skills in contexts of contemporary Italian values and practices, especially those features of Italian life as they are involved in an urban Canadian society; situational relevance of the course should make it helpful not only to the general public but especially to those involved professionally with the largest ethnic group in our city.

Start dates: September 5, 1978
January 9, 1979

Spanish Language and Heritage (Basic) LT 808A

Monday and Wednesday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Spanish Language and Heritage (Intermediate) LT 808B

Monday and Wednesday
7:00-9:30 p.m.
College Campus
60 hours
Fee: $65.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in North and South America.

Start dates: September 6, 1978
January 10, 1979

A Practical Course in Teaching English as a Second Language of Adults LT 912

Monday and Wednesday
7:15-9:15 p.m.
College Campus
130 hours
Fee: $135.00

Prerequisite: Applicants shoud be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in or have a future commitment to the field.
Course Content: The course offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation in the art. It offers the experienced E.S.L. teacher a review of modern theory and methodology. Other subjects include English phonology and grammar, contrastive studies, inter-cultural studies, teaching aids, language labs, material development and evaluation. Included in the course are 30 hours of practical experience in the classroom (these hours are during the daytime). Enrolment is limited. To obtain an application form please phone 967-1212 Ext. 328.

Start date: September 25, 1978

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY

Architecture

Carpentry I CAR 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: This program is for the handyperson who is interested in the proper use of power and hand tools for projects usually found around the home or cottage such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple but efficient carpentry work.

Start dates: October 5, 1978
January 25, 1979

Carpentry II CAR 902

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the Carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.

Start date: October 4, 1978

Cabinet-Making (Elementary) CAR 900

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making.
Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start date: October 3, 1978

Bricklaying MAS 900

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start date: October 5, 1978

Plumbing Design and Installation PLUM 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a masters plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start date: October 3, 1978

Plumbing Basic PLUM 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings, measurement, basic house design, trapping and venting. Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start date: October 4, 1978

Plumbing Qualification PLUM 902

Tuesday and Thursday, 7:00-10:00 p.m.
Cesa Loma Campus
60 hours
Fee: $65.00

Persons eligible to write the Provincial Certificate of Qualification require to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. it is general in scope and includes review of the provincial plumbing code.

Start dates: October 3, 1978
January 23, 1979
April 10, 1979

Mechanical Systems I CO 912

Thursday, 5:00-8:00 p.m.
Cesa Lome Campus
60 hours
Fee: $65.00

Of particular interest to personnei employed by the locai government building departments who are invoived in Residential Rehabilitation Assistance and Neighbourhood Improvement programs.

Start dete: October 5, 1978

Sheet Metal Design and Installation SM 903

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ontario Certificate of Qualification in Sheet Metai.
This course is designed to assist and prepare those persons who wish to obtain a masters licence in the sheet metai trade. The content is seiected to meet the demands of the examination and stresses the design aspects of air systems together with such related areas as labour iegislation, city by-laws, and the application of N.W.A. and A.C.A. manuais.

Start date: October 2, 1978

Sheet Metal Theory SM 907

Mondey and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

A concentrated course in sheet metal theory (*not pattern layout*) prepared to assist those persons who intend to write the Provincial Certificate of Qualification Examination. Due to the concentrated nature of the course, it is assumed that the students are aiready trained in the sheet metai trade and are primarily in need of review.

Start date: October 2, 1978

Stationary Engineering Courses

Casa Loma Campus
90 hours
Fee: $95.00

Course Content: These course are of 90 hours duration each and will encompass modular material as time permits.

STAT 901 Stationary Engineering — 1st Class — Wednesday
STAT 902 Stationary Engineering — 2nd Class — Monday
STAT 903 Stationary Engineering — 3rd Class — Tuesday
STAT 904 Stationary Engineering — 4th Class — Thursday

Start dates: the week beginning October 2, 1978

Blueprint Reading for Machine Trades ENDR 910

Tuesday, 7:00-10:00 p.m.
Cesa Lome campus
60 hours
Fee: $65.00

The aim of this course is to provide tradesman with a basic understanding blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Start date: October 3, 1978

Blueprint Reading for the Welding Trade ENDR 572

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles. A study of welded detail and assembly blueprints, including auxiliary views scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbois.

Start dete: October 3, 1978

Blueprint Reading for Millwrights — Part I ENDR 912

Tuesdey, 7:00-10:00 p.m.
Cese Loma Campus
60 hours
Fee: $65.00

The purpose of this course is to provide tradesmen with a basic understanding in biueprint reading.
Course Content: Basic drafting principles; instruments, iine work, pencil drawing techniques. The three-view drawing system. Principai views and single auxiliary views. Freehand sketching. Basic dimensioning principles. The study of blueprints typical of the trade.

Start dete: October 3, 1978

Blueprint Reading for Millwrights — Part 2 ENDR 913

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Part 1 — ENDR 912 or equivalent.
This course is intended for tradesmen who wish to obtain a greater knowiedge of trade blueprint reading.
Course Content: Advanced studies of blueprints, auxiliary views, sectionai views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and materiai specifications; fastening devices, weiding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevei gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and fieid installation drawings.

Start date: October 3, 1978

Blueprint Reading for Ironworkers — Part 1 ENDR 950

Mondey, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

A basic course in Biueprint Reading including: the projection system, principal views, dimensioning, toierances, scales, sectional views, sketching, and a study of basic structural biueprints.

Stert date: October 2, 1978

Technical Drawing I — ENDR 901

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, iinework, appiied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbois, sections, toierances, iimits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.
This course may be combined with ENDR 140.

Start date: October 5, 1978

Technical Drawing II — A.T.E.C. Program (Approved) ENDR 902

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: ENDR901 or equivalent.
This course is a continuation of Technical Drawing I. The topics included are treated in greater depth.
Course Content: Bearing types, lubrication, selection. Gear types, definitions, formulae, gear trains, cam types, followers, motions, layouts, displacement diagrams, drawings. Selection of fasteners, fittings, springs and other standard components. Limits and fits, unilateral and bilateral tolerances, classes of fits. Surface roughness, jigs, fixtures and gauges. Details, design layouts, assemblies and sub-assemblies.
This course may be combined with ENDR131 and ENDR240.

Start date: October 5, 1978

Process Piping Drafting — Part I ENDR 903
A.T.E.C. Program (Approved)

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsman the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Start date: October 4, 1978

Process Piping Drafting — Part II ENDR 929

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Process Piping Drafting Part I — ENDR 901.
This course will enable the student to apply the basic principles he has learned in Process Piping Drafting — Part I to a Piping Project, and study in more detail the design features involved on a typical project.
Course Content: The student will complete a typical Piping Project, making layouts, system detail drawings, hanger locations and the necessary schedules and bills of materials.

Start date: October 2, 1978

Tool Design Part-Time Courses

A part-time student may study individual courses or complete a prescribed program of courses as credits toward a diploma as a tool design technician. Some credits may be granted to mature students on the basis of previous education experience. Inquiries should be made at the admissions office.

Prerequisite: Grade 12, preferably with machine shop or drafting option or equivalent industrial experience. Students without previous drafting experience should register for Technical Drawing 1, ENDR 901.

Die Design 1 ENDR 140

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: ENDR 901 or equivalent.
Course Content: Freehand sketching and machine drafting of basic blanking, piercing, cut-off and blending dies.
This course may be combined with ENDR 901.

Start date: October 5, 1978

Die Design 2 ENDR 240

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: ENDR 140 or equivalent.
Course Content: Freehand sketching and machine drafting of advanced blanking, piercing and blending dies. Introduction to basic draw dies.
This course may be combined with ENDR 902.

Start date: October 5, 1978

Architectural Drafting — Part I DR 900

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Start dates: October 2, 1978
January 22, 1979

Architectural Drafting — Part II DR 901

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
This course runs on a two year cycle to assure continuation of DR 900 Architectural Drafting I.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings in metric and imperial systems.

Start dates: October 2, 1978
January 22, 1979

Blueprint Reading For The Construction Trades DR 931

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Credit toward ARDR 610 and 620.
Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation. Introduction to metric drawings.

Start dates: October 3, 1978
January 23, 1979

Air Conditioning Residential and Small Commercial AIR 905

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
Selection, installation and service of mechanical air cooled air conditioning equipment to five tons capacity.
Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operation, selection of equipment, estimating, installation start-up, air problems and measurement and service analysis.

Start dates: October 2, 1978
February 5, 1979

Air Conditioning Design III AIR 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Air 901 or employment in the air conditioning industry, with a strong background in load calculations and psychrometrics.
Course Content: Principles of mechanical refrigeration involving behaviour of refrigerants; tables, pressure enthalpy diagrams, refrigeration effect, functions and selection of air handling equipment; control principles and methods for all air systems; need for zoning; reciprocating refrigeration equipment; centrifugal refrigeration equipment; absorption refrigeration equipment; heat pump package; heat ejection equipment; large package equipment; water chilling equipment; water systems and piping; refrigerant piping and systems; a project design and selection problem.

Start date: January 23, 1979

Warm Air Heating and Air Conditioning HT 900

Wednesday, 7:00-10:00 p.m.
Casa Loma campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
For cersons who have a general knowledge of house construction and who wish to acquire a working knowledge of the basic and more advanced techniques involved in the design and application of warm air heating and air conditioning systems and equipment.
Course Content: Heat loss and heat gain calculations by H.R.A. methods; components equipment and controls for heating and cooling, system specifications and duct sizing by H.R.A. manuals — "A" humidification and dehumidification, system balancing.

Start date: October 4, 1978

Gas Fitter II HT 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II License.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

Start dates: October 3, 1978
February 6, 1979

Gas Fitter I HT 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.
Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programmed gas fired commercion burners and boilers, boiler classification and terminology, input calculations burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heating units, systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up heaters and gas-fired air conditioning.

Start dates: October 3, 1978
January 23, 1979

Oil Burner III HT 905

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Grade 10 or working with associated trades.
This course is designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.
Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

Start dates: October 3, 1978
January 23, 1979

Oil Burner II HT 906

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: HT 905 or satisfactory experience.
This course is designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.
Course Content: Theory of combustion. Types of burners, fuel units, transformers, combustion chambers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

Start dates: October 2, 1978
January 22, 1979

Gas Appliances AP 900

Monday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Course Content: Gas ranges, classification and types, gas range adjustment and servicing, tip burner adjustments, simmer adjustments, low temperature oven burner adjustments; oven heat control, broiler adjustments, burner valves, range pilots, by-pass flame adjustments, dryers operation, dryer controls, thermostat, timer, door switch, solenoid valve, warp safety switch, dryer installation, gas connection, testing and fault finding, miscellaneous appliances, gas refrigerators, gas-fired incinerators, gas lamps, LP conversion.

Start date: January 22, 1979

Propane Gas AP 902

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Designed to prepare students to write the examination for the Propane Gas Fitter Licence.
Course Content: Properties of Propane Gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliances storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, review of basic domestic gas burner controls and heating system, review of the domestic hot water heater.

Start dates: October 2, 1978
January 22, 1979

Appliance Servicing — Part I (Electrical Fundamentals and Ranges) AP 903

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or satisfactory equivalent.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical curcuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of microwave and conventional ranges.

Start dates: October 3, 1978
January 23, 1979

Appliance Servicing — Part II (Domestic Refrigeration) AP904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or equivalent.
Course Content: Fundamentals, compression system of refrigeraton, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evaluating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start dates: October 3, 1978
January 23, 1979

Appliance Servicing — Part III AP 905
(Laundry Equipment)

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of wringer and automatic washers, dryer, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Start date: October 2, 1978

Air Conditioning Design I AIR 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: A reasonable knowledge of Mathematics and English at the grade 10 level.
Covers the basic theory and application of air conditioning systems. It is offered for persons who have an interest in the heating and cooling of buildings and wish to acquire a working knowledge of the modern methods used for the design of air conditioning systems.
Course Content: Body comfort, air cycles; refrigeration cycle; heat sources and characteristics, cooling and heating load calculations for residences by H.R.A. Manual —]: air distribution. Duct design by H.R.A. Manuals selection and application of selfcontained package air conditioning equipment; balancing air conditioning systems.

Start date: October 4, 1978

Air Conditioning Design II AIR 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 12 or equivalent industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs.
Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design, using equal friction, velocity reduction and static regain methods; cooling coil performance and selection.

Start date: October 3, 1978

Pneumatic Controls AIR 907

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning Industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date: October 5, 1978

Commercial and Industrial HT 908
Heating Equipment

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Gas Fitter I and Oil Burner II Licences.
This course is designed to develop a serviceman who is capable of servicing and installing commercial and industrial heating equipment.
Course Content: Types of burners, flue gas analysis, heating systems, boiler classifications, combustion control, flame safeguards, non-programming controls, programming controls, schematic wiring diagrams, servicing and trouble shooting.

Start date: October 2, 1978

Refrigeration — Part I REF 900

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the refrigeration industry or some allied trade.
Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start dates: October 3, 1978
January 23, 1979

Refrigeration — Part II REF 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrost methods, time clocks, compressor drives, test instruments, meters and their application to trouble-shooting, pipe sizing and installation, heat calculations of walk-in freezers and coolers. Survey of refrigeration applications, control of humidity in refrigeration. Basic use of psychrometric chart, secondary refrigerants, liquid cooling, single phase and three phase motor starting relays, starters, contactors, overloads, their application and servicing. Heating and cooling thermostats, their design and application; safety precautions in trade.

Start dates: October 3, 1978
January 23, 1979

Refrigeration — Part III REF 902

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: REF 901.
To prepare the student to write the Certificate of Qualification examination.
Course Content: Roof top condensers; piping systems, brines, pumps, chillers, centrifugal compressors, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, spray apparatus, ponds, air cleaning equipment, electronic and curtain, odour control, load calculation commercial and air conditioning, selection of equipment, pneumatic systems, control circuitry, trouble shooting, safety.

Start date: October 3, 1978

Metrication in Civil CIV 900
Engineering Part I —
Structural Engineering

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employed in Construction or Structural Design.
Basic introduction to S.I. systems. Types of units: Length; area, volume, mass, force, stress and pressure, moment, conversion tables, typical applications, explanations, loading tables, mass, densities, safe bearing capacities of soils.
Units for use in engineering design; units for use in estimating; specifications; land surveying; transportation; roads; hydraulic engineering; drawing practice.

Start date: October 4, 1978

Metrication In Civil CIV 901
Engineering Part II —
Municipal Services

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Employed in municipal works and design.
Covering hydraulic engineering and sanitary engineering.
Hydraulics of sewers and open channels: estimate of quantity of flow for culverts; open channels; flow friction formulas; Hazen-Williams and Manning formulas; rainfall intensity, watershed areas; determination of the quantity of flow for storm sewers. Drawing practice.

Start date: January 24, 1979

ATHLETICS & RECREATION

Athletics/Recreation

Applied Underwater Science AUS 800

Wednesdays or Thursdays
7:00-10:00 p.m.
Casa Loma Campus
51 hours
Fee: $56.00
Materials: $20.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End), 16 Phin Avenue
Course Content: This course is open to anyone with the ability to swim. Covers all aspects of snorkeling and scuba and leads to certification. Open water dives and trips south. All equipment is supplied.

Start dates: September 13 and 14, 1978
January 17 and 18, 1979
April 25 and 26, 1979

General Fitness FIT 800

Monday and Thursday
7:00-8:30 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determining the improvement made.
Note: Fitness tests will be administered during the week before class commencement or on the first night of classes. Please call Athletic Department, Tel. No. 967-1212, ext. 431, for an appointment.

Start dates: September 18, 1978
October 30, 1978
January 8, 1979
February 19, 1979
April 2, 1979

Ski Conditioning SKI 800

Monday and Thursday
7:00-8:30 p.m.
Casa Loma Campus
18 hours
Fee: $23.00

Course Content: A conditioning program for downhill and cross country skiers. A physical fitness test is given and fitness program designed.
Note: Fitness tests will be administered during the week before class commencement or on the first night of classes. Please call Athletic Department, Tel. No. 967-1212, ext. 431, for an appointment.

Start dates: October 30, 1978
January 8, 1979

Yoga YOGA 800

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
24 hours
Fee: $29.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — Mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates: September 13, 1978
January 10, 1979
April 4, 1979

Tennis (Beginners) TENN 800

Friday, 5:00-7:00 p.m.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Start dates: September 15, 1978
January 12, 1979
March 9, 1979

Tennis (Advanced) TENN 801

Friday, 7:00-9:00 p.m.
Casa Loma Campus
16 hours
Fee: $21.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start dates: September 15, 1978
January 12, 1979
March 9, 1979

Indoor Gardening I GARD 800

Tuesday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

Start dates: October 3, 1978
January 23, 1979
April 10, 1979

Indoor Gardening II GARD 801

Thursday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequisite: Successful completion of Indoor Gardening I (Gard 800).
Course Content: Indoor Gardening II will cover essential elements of botany which apply to successful plant growth. This down to earth course in layman's language will enable the amateur indoor gardener to understand the effect of the environment on plants grown indoors and in greenhouses. Primarily a theory course, the knowledge gained will enhance and supplement the information given in Indoor Gardening I.
Areas to be covered in this course include plant cells, roots, leaves, stems, transpiration, conduction, absorption, photosynthesis, respiration, flowering and seeding, and factors influencing growth.

Start dates: October 5, 1978
January 25, 1979
April 12, 1979

Indoor Gardening III GARD 802

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequisite: GARD 801.
Course Content: The study of soil structure, content, texture, reactions, soil additives, soil mixes, influences on plant growth, and root development.

Start date: January 24, 1979

Flower Arranging GARD 803

Tuesday and Thursday
Casa Loma Campus
30 hours
Fee: $35.00

This course is set out to teach the basics of professional flower arranging for home use. All aspect of design will be shown for both fresh and dried flowers.
An additional amount of approximately $3.00 per night will be charged for flowers and supplies.

Start dates: September 26, 1978
April 3, 1979

BUSINESS & COMMERCE

BUSINESS & COMMERCE

Business and Commerce

Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Business Management**
3. **Court Reporting**
4. **Legal Office Procedures**
5. **Records Management**
6. **Secretarial Practice**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 elective

Compulsory for Accounting

ACC 100	Introduction to Accounting
ACC 102	Accounting II
ACC 202	Cost Accounting I
EC 903	Economics

Electives for Accounting

BUS 900-A	Business Management I
BUS 900-B	Business Management II
*ENG 201	English and The Business World
AS 907	Business Law
ACC 205	Auditing and Taxation
EDP 900	Introduction to E.D.P.

Any other E.D.P. Course.

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 electives

Compulsory for Business Management

BUS 900-A	Business Management I
BUS 900-B	Business Management II
MARK 100	Marketing
ACC 100	Accounting I

Elective for Business Management

EDP 900	Introduction to Data Processing
ACC 202	Accounting II
ACC 202	Cost Accounting I
*ENG 201	English and The Business World
AS 907	Business Law
LAW 202	Procedural Law
PHD 100	Introduction to Physical Distribution Systems
BUS 101	Human Relations
BUS 211	Human Resources Management
EC 903	Economics

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

Part Time Certificate in Court Reporting

This program will prepare students for employment in the court reporting field and will enable them to write the CHARTERED SHORTHAND REPORTERS' ASSOCIATION examinations.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Subjects: all compulsory

TYP 905	Advanced Typing (Speed objective 60 w.p.m.)
SHM 900	Machine Shorthand (Theory)
*SHM 901	Machine Shorthand (Speed)
SHP 905	Pitman Shorthand Advanced Speed / Court Procedures (Entrance Requirement of 120 w.p.m.)
ENG 401X	English and The Legal World (to include Terminology)
ANAT 100	Medical Terminology I

* *Can be waived if student attained 100 w.p.m. in SHM 900.*

Part Time Certificate Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
SHP 900	Pitman Shorthand I
	OR
SHF 900	Forkner Shorthand I
*SHP 901	Pitman Shorthand II
	OR
*SHF 901	Forkner Shorthand II
OP 203	Legal Office Practice
ENG 201	English and The Business World

Elective Course — One of the Following

AS 907	Business Law
LAW 202	Procedural Law
ENG 401X	English and The Legal World
DIC 505	Dictaphone
BOK 552	Bookkeeping

** English and the Business World" is a compulsory subject for all students whose native language is not English.*

*** Can be waived if student attained 100 w.p.m. in SHP 900 or SHF 900.*

Part Time Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/ secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
**SHP 900	Pitman Shorthand I
	OR
SHP 901	Pitman Shorthand II
	OR
*ENG 201	English and the Business World

Elective Course — One of the Following

AS 907	Business Law
DIC 505	Dictaphone
EDP 900	Introduction to Data Processing
MARK 100	Marketing
BOK 552	Bookkeeping

** "English and the Business World" is a complusory subject for all students whose native language is not English.*

*** Can be waived if student attained 100 w.p.m. in SHP 900 of SHF 900.*

Part Time Certificate Course Program in Records Management

This program may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

At present the program consists of the compulsory couses listed below.

RM 900	Introduction to Records Management
RM 901	Advanced Records Management
RM 902	Forms
RM 903	Manuals
MICRO 900	Microfilm for Your Business

For further information about part-time courses in Business and Commerce telephone 967-1212 ext. 298.

Accounting and Bookkeeping

Accounting I ACC100X

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journal, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.
NOTE: Students enrolled in the certificate program must attain a "B" standing in order to proceed further.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

Accounting II ACC102X

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies; organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.

Start dates: September 13, 1978
January 10, 1979
March 21, 1979

Cost Accounting ACC202X

Monday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

The course is designed for students with an accounting standing equivalent to ACC100 and 102 or for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Auditing and Taxation ACC 205X

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income Tax Act and its regulations. Preparation of individual and corporate tax returns.

Start date: September 13, 1978

Bookkeeping I BOK 552X

Monday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: Starting a bookkeeping system; recording transactions affecting balance sheet amounts; recording transactions affecting income and expense amounts; the income statement and the balance sheet; journalizing, posting and taking a trial balance; the six-column work sheet; closing entries and post-closing trial balance; special journals and subsidiary ledgers; bank reconciliations; the eight-column work sheet with adjusting and closing entries, and financial reports.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Bookkeeping II BOK 900

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: BOK 552 or equivalent.
The course will briefly review basic bookkeeping procedures and continue on to more specialized areas.
Course Content: Miscellaneous general journal entries; synoptic journal; voucher and inventory systems; budgets, bad debts, depreciation, accruals.

Start dates: September 13, 1978
January 10, 1979

Business Management

Human Relations BUS 101X

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as viewed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Start date: September 13, 1978

Government Administration BUS 104X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

An introduction to the organization and functions of municipal government in Ontario, with special emphasis on the City of Toronto and the Metropolitan Toronto Corporation. The course will analyze both the political and bureaucratic structures of Civic Government, with some reference to changing urban politics and their ongoing effect on municipal policy and administration.

Selling Yourself and Your Firm BUS 108X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Your ability to make a personal presentation of yourself, of your ideas and of your service is a valuable aid in all your business contacts — to management, to subordinates, to customers, to suppliers, to government officials. This ability to sell yourself and your service is enhanced through an understanding of the planning, and techniques of persuasive communication. Videotape assistance is used in developing these skills.

Financial Markets BUS 130X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

The initial objective of this course is to familiarize students with the basic concepts and terminology of stock and bond markets. Intensive studies will be made of price trends and terminals. Meaningful stock price changes will be recorded in records designed for that purpose. The ultimate objective is to enable students to utilize market principles and their own records as basic determinants of trading. Other topics include: brokerage accounts and services, setting up and managing a portfolio, mutual funds, R.R.S.P.'s, R.H.O.S.P.'s annuities, speculation and options, real estate and mortgage investment, estate planning and budgeting.

Human Resources Management BUS 211X

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This is a course designed to develop a student's skills in such areas as Communications, motivation, organizational skills, self-initiative, basic management techniques. The course attempts to simulate as much as possible a real business environment.

Start date: January 11, 1979

Business Management I BUS 900-A

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.
Case studies for each major topic.

Start dates: September 12, 1978
March 20, 1979

Business Management II BUS 900-B

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates: September 12, 1978
January 9, 1979

Women in Business BUS 903

Tuesday, 7:00-10:00 p.m.
St. James Campus
30 hours
Fee: $35.00

A practical and positive introduction to management development for women; this course will help you start your own business or move up the management ladder.
Course Content: Room at the top; self analysis and career planning, resume, business letter writing. The myths; recognizing and overcoming the discrimination against females in the management structure. The law and the business community. Accounting; bookkeeping records, one write systems, reading and analysis of a financial statement. Managing time; effective controls for profitability. Family property law; a discussion of wife's property rights, government regulations. Banking system. Budgets; financial forecasting, credit and collections. Purchasing and inventory control. Marketing and merchandising; techniques, sales forecasting, sales analysis. Public relations and advertising.

There will be a number of prominent guest speakers. Each major topic will be supplemented by film.

Start dates: September 12, 1978

Marketing MARK 100X

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Compulsory Subject for Certificate in Advertising.

Start dates: September 13, 1978
January 10, 1979
March 21, 1979

Merchandising Today MARK 900

Tuesday, 6:00-8:00 p.m.
St. James Campus
30 hours
Fee: $35.00

This is a general course designed to give the student a background in merchandising, including accounting principles and merchandising techniques used in retailing today.
Course Content: changing retail environment; retail organization: formulation of buying policies; negotiation of price and quantities.

Start date: September 12, 1978

Procedural Law LAW 202X

Thursday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Practice and procedure before the various courts in Ontario. Rules of court and pleadings. Rules of evidence. Court officials and procedures in court offices and registries and in other registries. The role of the lawyer with respect to the courts, to other lawyers, and to the clients.

Start dates: September 14, 1978
March 22, 1979

Introduction to Physical Distribution Systems PHD 100X

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $50.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management.

Start dates: September 13, 1978
March 21, 1979

Introduction to Records Management RM I RM 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
42 hours
Fee: $60.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start dates: September 13, 1978
January 10, 1979

Advanced Records Management RM II RM 901

Wednesday, 6:00-9:00 p.m.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical back-ground necessary for management positions in the profession.

Start dates: September 13, 1978
January 10, 1979

Forms RM III RM 902

Thursdays, 6:00-9:00 p.m.
St. James Campus
42 hours
Fee: $60.00

Course Content: This is an advanced course, designed to provide the student with the specific knowledge and management, and paper work simplification. Lectures, syndicate exercises and discussions will again be the vehicles to allow maximum participation from students, who are encouraged to bring work-related problems for solution.

Start dates: September 14, 1978
January 11, 1979

Manuals Management RM V RM 903

Wednesday, 6:00-9:00 p.m.
St. James Campus
42 hours
Fee: $60.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; caption writing; playscript writing; directives control; supplies; correspondence management; correspondence standards; course review.

Start dates: September 13, 1978
January 10, 1979

Microfilm For Your Business MICR 900

Tuesday, 6:00-9:00 p.m.
St. James Campus
42 hours
Fee: $60.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (COM); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control.

Start dates: September 12, 1978
January 9, 1979

Electronic Data Processing

Introduction to Data Processing EDP 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates: September 13, 1978
January 10, 1979
March 21, 1979

Cobol I EDP 101X

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates: September 12, 1978
January 9, 1979

Programming I EDP 103X

Monday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: EDP 100 or equivalent.
The objective of this course is to provide a thorough knowledge of the programming techniques used to solve business applications. Topics include accounting, marketing and physical distribution problems and the participant is encouraged to use the computer as a powerful tool for management.

Start dates: September 11, 1978
March 19, 1979

Cobol II EDP 200X

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates: September 12, 1978
March 20, 1979

Systems Analysis I EDP 202X

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: EDP 900 or equivalent.
This introductory course in systems analysis is designed to acquaint students with the important role of the computer in business. A number of business computer applications are used to illustrate the effectiveness of the computer as a tool for management. Students gain an insight into the criteria applied by managers in deciding how the computer should be used.

Start date: September 12, 1978
January 9, 1979

Advanced Programming EDP 204X

Monday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: Approval by the Instructor.
Applications requiring several Interactive programs and involving the use of direct access storage are designed by the class. Individually, students write the necessary programs to install and maintain the applications. COBOL is the primary language, however, techniques for insertion of segments in other languages are introduced.

Start dates: September 11, 1978
March 19, 1979

Systems Analysis II EDP 206X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: A "C" standing in Systems Analysis I or equivalent.
This advanced course on Systems Analysis involves active participation in problem investigation and encourages analytical examination of facts prior to the presentation of a proposed solution.

Start dates: September 13, 1978
March 21, 1979

Insurance Courses Leading to A.I.I.C. or F.I.I.C.

Principles and Practice INS 900

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Start dates: September 11, 1978
January 8, 1979
April 9, 1979

Property I INS 901

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates: September 13, 1978
January 10, 1979
April 11, 1979

Property II INS 902

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates: September 12, 1978
January 9, 1979
April 10, 1979

Liability INS 903

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates: September 14, 1978
January 11, 1979
April 12, 1979

Insurance on the Person INS 904

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group Insurance.

Start dates: September 13, 1978
January 10, 1979
April 11, 1979

Burglary and Fidelity INS 905

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Definitions, policy conditions; Robbery insurance — Interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft Insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start dates: September 12, 1978
January 9, 1979
April 10, 1979

Automobile INS 907

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Start dates: September 12, 1978
January 9, 1979
April 10, 1979

Loss Adjustment and Claim Settlement INS 908

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates: September 13, 1978
January 10, 1979
April 11, 1979

Casualty Covers INS 909

Thursday, 5:30-9:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, live stock mortality insurance, commercial credit insurance.

Start date: September 14, 1978
January 11, 1979
April 12, 1979

Fire Prevention and Protection INS 910

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Start dates: September 14, 1978
January 11, 1979
April 12, 1979

Business Interruption INS 911

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Purpose, terminology, Insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start dates: September 11, 1978
January 8, 1979
April 9, 1979

Property Loss Adjustment INS 912

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; coinsurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages; special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start dates: September 14, 1978
January 11, 1979
April 12, 1979

Insurance Accounts and Finance INS 913

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Prerequisites: Students should have at least 11 credits before attempting this course.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Start dates: September 13, 1978
January 10, 1979
April 11, 1979

Fire Hazards INS 915

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start dates: September 13, 1978
January 10, 1979
April 11, 1979

Bodily Injury Claims INS 916

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $50.00

Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start dates: September 14, 1978
January 11, 1979
April 12, 1979

Principles and Practice of Merine INS 923

Monday and Wednesday
5:30-8:30 p.m.
St. James Campus
60 hours
Fee: $65.00

Function of marine insurance; marine insurance and trade; marine insurance markets; associations; Lloyds; insurance accounts; effecting insurance; types of policies; the policy form — construction, principles of interpretation, wording; the voyage; the vessel; insured perils; assignments; definitions of pertinent terms; losses; the adjustment; general average; salvage, double insurance, subrogation, returns of premium; Hull insurance clauses, Institute Time clauses, Canadian and American clauses, Cargo clauses, other frequently used clauses; floating policies; open covers; reinsurance; Marine Insurance Act; York-Antwerp Rules; average adjusters.

Start dates: September 13, 1978
January 10, 1979
April 11, 1979

Generel Insurence Essentials INS 950A

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.
NOTE: No course other than INS 950B may be taken concurrently with this course.

Start dates: September 14, 1978
January 11, 1979
April 12, 1979

General Insurance Essentials INS 950B

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Continuation of INS 950A covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for CC1-INS 900 and one other optional subject in the A.I.I.C. offerings.
NOTE: No course other than INS 950A may be taken concurrently with this course.

Start dates: September 12, 1978
January 9, 1979
April 10, 1979

Economics EC 903

Monday and Wednesday
5:30-8:30 p.m.
St. James Campus
90 hours
Fee: $95.00

Course Content: Basic economics and industrial organizations: forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking. Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start dates: Saptember 11, 1978
January 8, 1979
April 9, 1979

Clerical and Secretarial Skills

English and the Business World ENG 201X

Tuesday and Thursday
7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: This course in business communication covers a great variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

English and the Legal World ENG 401X

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Course Content: This course will contribute to the development of the highly specialized legal vocabulary required and will also help to generate a first-rate general vocabulary. It will give extensive experience in transcribing accurately from the spoken word and will include punctuation, capitalization, and grammar. It will demonstrate man's view of law and justice as seen by fiction and non-fiction writers. Since the focus of attention is law, the student will be exposed to the extraordinary effect that the law in all its forms — legislative, judicial, ecclesiastical, and military — has had on literature. This course will include research on the historical derivatives of current law and study of A Manual For Court Reporting.

Start data: January 13, 1979

Medical Terminology Part I ANAT 100X

Tuesday, 6:00-9:00 p.m.
St. James Campus
30 hours
Fee: $35.00

Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work.

Start dates: Saptember 12, 1978
January 9, 1979
March 20, 1979

Dictaphone DIC 505X

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

Start dates: Septamber 11, 1978
January 8, 1979
March 19, 1979

Basic Typewriting TYP 900

One hour per night — four nights per week — ten weeks
St. James Campus
40 hours
Fee: $45.00

An extensive course in keyboard typewriting, taught using an automated system; designed to develop quickly a high keyboard typing speed.
Course Content: The first six hours will be spent learning the keyboard with emphasis on posture, good stroking, rhythm and correct fingering. Later lessons will develop speed and accuracy to a high degree using modern, programmed instructional techniques. This course is primarily designed as a first step towards a keypunch operators course.

Start datas: September 11, 1978
January 8, 1979
March 19, 1979

Typewriting (Beginning) TYP 901

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. The rules of syllabication and capitalization, tabulation and letters, plus typing of value for personal use.

Start dates: Septembar 11, 1978
January 8, 1979
March 19, 1979

Typing — Speed Development TYP 902

Monday to Thursday, 6:00-8:00 p.m.
Monday to Friday, 1:30-3:30 p.m.
St. James Campus
64 hours
Fee: $70.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start dates: Septembar 11, 1978
January 8, 1979
March 19, 1979

Typewriting II (Intermediate) TYP 903

Monday and Wednesday or
Tuesday and Thursday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start dates: Septambar 11, 1978
January 8, 1979
March 19, 1979

Typewriting III (Advanced) TYP 905

Monday and Wednesday or Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: 25 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Legal Office Practice I OP 203A

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
48 hours
Fee: $55.00

Prerequisites: Grade XII English or equivalent, typing speed of 45 w.p.m. This introductory course will deal with background information common to both the real estate and litigation aspects of the program. In order to obtain a credit in the Legal Office Practice Certificate Program, "C" Standing in OP 203A must be achieved.
Course Content: Overview, the legal secretary, legal correspondence, dockets, entries and accounts, legal forms and various methods of diaries, and reminders and filing systems to be discussed.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

Legal Office Practice II OP 203B

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
48 hours
Fee: 55.00

Prerequisites: OP 203A or acceptable work experience.
Course Content: Introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters, etc.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

Legal Office Practice III OP 203C

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
48 hours
Fee: $55.00

Prerequisites: OP 203A or acceptable work experience.
Course Content: Introduction to civil litigation, court documents, actions, matters, appeals, wills, Incorporating an Ontario company, etc.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

Medical Office Practice I OP 205A

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisites: Grade XII English, 45 w.p.m. in typing plus ANAT 100 (Medical Terminology I).
Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments.

Start dates: September 12, 1978
March 20, 1979

Medical Office Practice II OP 205B

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisites: OP 205A plus ANAT 101 (Medical Terminology II) or acceptable work experience.
Course Content: Further development of office practice skills with emphasis on patient files, medical forms, OHIP and WCB forms and assignments related to a hospital dicta-typist pool.

Start date: January 9, 1979

Pitman Shorthand Theory I SHP 900A

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
72 hours
Fee: $80.00

Prerequisites: Grade XII English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Start dates: September 12, 1978
January 9, 1979
April 3, 1979

Pitman Shorthand Theory II SHP 900B

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
72 hours
Fee: $80.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Start dates: September 12, 1978
January 9, 1979
April 3, 1979

Pitman Shorthand — Speed Development SHP 901

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

Pitman Shorthand — Advanced Speed/Court Procedures SHP 905

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisites: 5-minute takes at 120 w.p.m. in any shorthand system.
Course Content: Dictation of business letters, legal and literary matters, jury charges, court testimony etc., emphasis on high speed phrasing and shortcuts. One hour of each session will be devoted to Court Procedures to familiarize the student with duties performed by a court reporter and the manner in which a court functions.

Start dates: September 12, 1978
March 20, 1979

Machine Shorthand Theory I SHM 900A

Monday and Wednesday
6:00-9:00 p.m.
St. Campus
72 hours
Fee: $80.00

Prerequisites: Grade XII English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to the theory of Machine Shorthand. Common shortforms and phrases, providing a solid basis for the development of speed.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Machine Shorthand Theory II SHM 900B

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
72 hours
Fee: $80.00

Prerequisites: SHM 900A or equivalent, typing speed of 45 w.p.m.
Course Content: Further development of theory, dictation of material of limited vocabulary.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Machine Shorthand — Speed Development SHM 901

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHM 900 or equivalent, plus grade 12 English or equivalent, and 45 w.p.m. in typewriting.
To develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m. and transcribing notes in acceptable mailable form.
Course Content: Continuation of SHM 900 above.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Shorthand — Refresher Course SH 900

Tuesday and Thursday, 6:00-9;00 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

Start dates: September 12, 1978
January 9, 1979

Shorthand — Advanced Speed Level SH 901

Saturday, 9:30-12:30 p.m.
St. James Campus
90 hours
Fee: $95.00

Prerequisite: The ability to write 120 w.p.m.
Course Content: Dictation of business letters, legal and literary matters, jury charges, court testimony; emphasis on the basic techniques required to attain high speeds in shorthand; high speed phrasing and short cuts.

Start date: September 16, 1978

Keypunch and Verifiers

Data Processing — Keypunch and Verifier KP 570X

Monday and Wednesday, or
Tuesday and Thursday
St. James Campus
120 hours
Fee: $125.00
Materials: $20.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. A pass mark in the Keypunch aptitude test is required. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.
Course Content: 20 taped lessons prepared by IBM for Keypunch Models 029, 129, 3742, plus 1601, 1610 Univac Verifier punch and Verifying Interpreting punch; the operation and names of the various parts of the machines.

Start dates: September 11, 1978
January 8, 1979
March 19, 1979

Residential Property Management

Evening courses of study in Residential Property Management are being offered at George Brown College to those people wishing to become property managers or to those people already in the industry wishing to upgrade their skills.

Law LAW 111X

Tuesday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A detailed analysis of the Landlord and Tenant Act as well as the current rent review legislation. In addition, the Law of Contract, Real Property Law and Master and Servant Law will be covered.

Start dates: September 12, 1978
March 20, 1979

Accounting ACC 111X

Tuesday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

This course deals with the accounting function of a property management company from journal entries to trial balance and from setting up ledgers to profit and loss statements.

Start dates: September 12, 1978
March 20, 1979

Resident Relations REL 111X

Wednesday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course detailing the leasing, occupancy, renewal and termination of the resident as well as outlining the rights and responsibilities of the tenant and management.

Start dates: September 13, 1978
January 10, 1979
March 21, 1979

Security and Safety SEC 111X

Thursday, 5:30-7:30 p.m.
St. James Campus
30 hours
Fee: $35.00

Includes analysis of the need for security and fire prevention, burglar alarms, smoke detectors and an understanding of the responsibility of the landlord and resident in providing a safe and secure environment for all residents.

Start dates: September 14, 1978
January 11, 1979
March 21, 1979

Purchasing and Inventory Control INV 111X

Thursday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course to outline the procedures for the efficient purchasing of equipment and supplies as well as the control of inventory through physical check and stock records.

Start dates: September 14, 1978
March 22, 1979

Career in Residential Property Management PMGT 900

Tuesday, 7:30-9:30 p.m.
St. James Campus
30 hours
Fee: $35.00

A course designed to orient and familiarize those contemplating entry into the property management field with the basic principles; a generalized broad study of the history and varied aspects of the business including condominiums, co-operatives and tenant occupied buildings. Completion of the course will enable the individual to ascertain one's aptitude and interest for entering the industry or pursuing a full time course of study.
For further information call 967-1212 ext. 298, 544 or 549.

Start dates: September 12, 1978
January 9, 1979
March 20, 1979

COMMUNITY SERVICES

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 11. It is recommended that applications for the part-time program be received by the program coordinator before June 1, 1978. Admission interviews will begin in March.

The following courses leading to the Diploma will be offered during 1978/79. The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 2:00 p.m. and 8:30 p.m. Third year courses on Thursday are offered between 2:00 p.m. and 8:30 p.m.

Human Growth & Behaviour AD 101X

Wednesday, 7:00-8:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, socio-cultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date: September 27, 1978

Group Process AD 102X

Wednesday, 5:30-7:00 p.m.
Kensington Campus
45 hours
Fee: $50.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening and congruence are emphasized.

Start date: September 27, 1978

Pharmacology and Physiology PHYS 104

Wednesday, 2:00-3:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, emphatamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start date: September 27, 1978

Basic Studies in Addictions AD 105X

Wednesday, 3:30-5:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative responses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemcials.

Start date: September 27, 1978

Theory, Practice & Methods of Therapy AD 106X

Wednesday, 2:00-3:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Start date: September 27, 1978

Sociology SOC 107X

Wednesday, 5:30-7:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

A survey of the field of Sociology covers culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Start date: January 24, 1979

Values, Ethics and Professionalism AD 208X

Thursday, 5:30-7:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date: September 7, 1978

Human Growth and Behaviour AD 201X

Wednesday, 3:30-5:00 p.m.
Kensington Campus
45 hours
Fee: $50.00

An extension of AD 101 with a review of personality theory and an examination of abnormal development looks at the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Start date: September 27, 1978

Group Process AD 202X

Wednesday, 7:00-8:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start date: September 27, 1978

Theory, Practice & Methods of Therapy AD 206X

Wednesday, 5:30-7:00 p.m.
Kensington Campus
45 hours
Fee: $50.00

Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Start date: September 27, 1978

Sociology SOC 207

Thursday, 7:00-8:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examination of the impact of chemical abuse on family and community is highlighted.

Start date: September 7, 1978

Community Practice AD 211X

Thursday, 3:30-5:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of effecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Start date: September 7, 1978

Field Work Seminar AD 212

Thursday, 2:00-3:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Start date: September 7, 1978

Field Practice AD 100X

Fee: $85.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program coordinator.

Field Practice AD 200X

Fee: $85.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program coordinator.

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 11. It is recommended that applications be received by the Admissions Office before July 28.

The following courses leading to the diploma will be offered during 1978/79. The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 3:00 p.m. and 9:00 p.m.

Human Growth and Development CHI 161X

Wednesday, 3:00-5:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date: September 27, 1978

Caring for the Disturbed Child CHI 164X

Wednesday, 5:00-7:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date: September 27, 1978

Activities with Children CHI 165X

Wednesday, 7:00-9:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course will explore a variety of media through play and investigate broad areas of activities that require specific skills of a child. The essence of play is that the experience is more important than the result. It is through doing that structure actually emerges; the form of anything is latent in the process.

Start date: September 27, 1978

Introductory Psychology PSY 169

Wednesday, 6:00-9:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date: March 7, 1979

Introductory Sociology SOC 171X

Wednesday, 3:00-6:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date: March 7, 1979

Group Process CHI 172X

Wednesday, 3:00-5:30 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course is designed to provide learning at the theoretical and experiential level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date: September 27, 1978

Empathy Training CHI 174X

Wednesday, 6:00-9:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course will enhance the students' understanding of self, develop the ability to enter into another person's feelings and to feedback verbally the message that the listener is fully attentive. Students also develop their potential for communicating messages that are congruent with their feelings and develop the students problem solving ability.

Start date: March 7, 1979

Childhood Psychopathology CHI 261X

Wednesday, 7:00-9:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autisic, schizophrenia, etc.).

Start date: September 27, 1978

Caring for the Disturbed Child CHI 262X

Wednesday, 3:00-5:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Start date: September 27, 1978

Treatment Philosophies CHI 268X

Wednesday, 5:00-7:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course is an introduction to therapeutic approaches extant in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Start date: September 27, 1978

Group Process II CHI 270X

Wednesday, 5:00-7:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

In this course the knowledge and skills developed in Group Process I and Empathy Training will be focused on the specific problems of the counselling relationship, organizational structures and functions, community involvement and professional development.

Start date: September 27, 1978

Therapeutic Programming CHI 271X

Wednesday, 3:00-6:00 p.m.
Kensington Campus
30 hours
Fee $35.00

This course is designed to examine the meaning and purpose of play fantasy and creativity in our lives with a particular focus on the child and his relationship with his environment. This explanation will lead to an understanding of children as they communicate to us through their play and creative experiences.

Start date: March 7, 1979

Working with Families CHI 272X

Wednesday, 3:00-6:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date: March 7, 1979

Adolescence CHI 275X

Wednesday, 7:00-9:00 p.m.
Kensington Campus
40 hours
Fee: $45.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Start date: September 27, 1978

Field Practice CHI 160X

Fee: $55.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings.
Field placements are arranged on an individual basis with the program coordinator.

Field Practice CHI 260X

Fee: $55.00

This will be in a different setting from CHI 160 and expectations of the student's performance will be that of a graduate Child Care Worker.

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Linda Williamson, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 11. It is recommended that applications be received by Admissions Office before July 28.

The following courses leading to the diploma will be offered during 1978/79. The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

Infant and Child Development DCW 100X

Tuesday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and inter-related processes affected by both heredity and environment.

Start date: September 26, 1978

Health & Well Being DCW 101X

Thursday, 6:00-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutritic and physical care.

Start date: February 1, 1979

Introductory Psychology PSY 102X

Tuesday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day care centres.

Start date: January 30, 1979

Mental Health DCW 103X

Thursday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The mental health course will provide the student with a greater self-awareness of positive mental health concepts in order to relate these to basic needs, anxiety, conflict and adjustment.

Start date: February 1, 1979

Principles of Day Care DCW 104X

Tuesday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

This course is designed to coordinate knowledge of child development and behaviour with programs and settings, and to develop effective modes of practice for day care centres.
The aims and objectives of "good" day care for infants, toddlers and preschool children will also be examined.

Start date: January 30, 1979

Creative Expression In Childhood DCW 105X

Thursday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

The purpose of this course is to explore the importance of the creative process in young children. Students will examine how the process is activated, how it functions and how its universal aspects have implications in the modes of learning and self-expression of the growing child.

Start date: September 28, 1978

Introductory Sociology SOC 106X

Thursday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Start date: September 28, 1978

Language and Communications ENG 114

Tuesday, 6:30-8:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

Students will gain practice in written and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Start date: September 26, 1978

Storytelling and Literature ECE 116X

Tuesday, 8:30-9:30 p.m.
Kensington Campus
15 hours
Fee: $20.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Start date: September 26, 1978

Music ECE 117X

Thursday, 8:30-9:30 p.m.
Kensington Campus
15 hours
Fee: $20.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guidlng young children in musical experiences and the knowledge of music resources.

Start date: February 1, 1979

Human Growth and Development DCW 200X

Tuesday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Start date: January 30, 1979

Children with Special Needs DCW 201X

Thursday, 6:30-8:00 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will look at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Start date: September 28, 1978

Varieties of Day Care DCW 204X

Thursday, 8:30-9:30 p.m.
Kensington Campus
15 hours
Fee: $20.00

In this area of study, the knowledge of education of young children is directed to the various models of care for children. The contrasting philosophies for early education will be examined.

Start date: September 28, 1978

Family Dynamics DCW 206X

Thursday, 6:30-9:30 p.m.
Kensington Campus
45 hours
Fee: $50.00

This course had been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start date: February 1, 1979

Group Process ECE 214X

Tuesday, 6:30-8:30 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course is designed to provide learning at the theoretical and experiential level which will result in improving students' understanding of group process as well as increasing their ability to work in groups as facilitators. Self-awareness, communication and effective interpersonal relating skills are emphasized.

Start date: September 26, 1978

Field Practice DCW 113X

Fee: $67.50

Field Practice DCW 114X

Fee: $67.50

Field Practice DCW 212X

Fee: $67.50

Field Practice DCW 213X

Fee: $67.50

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coordinator.

Educational Assistants Certificate Program

This program is offered on a part-time basis for Educational Assistants who are currently employed by a Board of Education.

More detailed information regarding this program may be obtained from Linda Williamson, Division of Community Services, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212 local 655.

Note: There is now a late registration fee of $10.00 per course for all registrations received after August 11.

Child Development EA 900

Tuesday, 5:00-6:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

A theoretical overview of child development with the focus on the pre-school to early adolescent years. A variety of theories will be examined with emphasis being placed on the humanistic view point.

Start date: September 5, 1978

The School and the Community EA 901

Tuesday, 7:00-8:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will examine the interplay between the school and its surrounding community and study the implications of community involvement with the school.

Start date: September 5, 1978

Language and Listening Skills EA 902

Tuesday, 5:00-6:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will examine the basic stages of language development and emphasize the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Start date: January 9, 1979

Programing Skills EA 903

Tuesday, 7:00-8:30 p.m.
Kensington Campus
22½ hours
Fee: $27.50

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Start date: January 9, 1979

Classroom Practice EA 904

Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting.

Health Care Aide Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Certificate was developed by and is recognized by the Ministry of Health, the Ministry of Colleges and Universities and the Ministry of Community and Social Services.

Admission requirements:

— grade 10 — mature persons nineteen years and over with less than grade ten will be considered individually.

— facility with English

— a personal interview is required

Length of Program — 456 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the Program may be obtained from:

Health Care Aide Program
Division of Community Services
George Brown College
Box 1015, Station "B"
Toronto, M5T 2T9
Telephone No. 967-1212 local 658

The following course leading to the Certificate will be offered as outlined below.

Communications CARE 900

Monday, 6:00-10:00 p.m.
Tuesday, 10:00 a.m.-2:00 p.m.
(Fall only)
Kensington Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Start dates: October 2 and 3, 1978
January 15, 1979
April 2, 1979

The Human Body CARE 901

Tuesday, 6:00-10:00 p.m.
Tuesday, 10:00 a.m.-2:00 p.m.
(Winter only)
Kensington Campus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Start dates: October 3, 1978
January 16, 1979
April 3, 1979

Personal Care CARE 902

Wednesday, 6:00-10:00 p.m.
Nightingale Campus
70 hours
Fee: $75.00

Students learn the basic principles of patient care with emphasis on the needs of residents in long-term facilities. The student will gain practical experience in an institution as well as receive classroom lecture and demonstration.

Start dates: October 4, 1978
January 17, 1979
April 4, 1979

Social and Emotional Needs CARE 903

Monday, 6:00-10:00 p.m.
(Fall, Spring and Winter)
Tuesday, 10:00 a.m.-2:00 p.m.
(Spring only)
Kensington Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging, and institutionalization.

Start dates: October 2, 1977
January 15, 1979
April 2 and 3, 1979

Activation CARE 904

Thursday, 6:00-10:00 p.m.
Kensington Campus
50 hours
Fee: $55.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated in the course. Practical experience in an institution will permit opportunity for the student to apply the demonstrated skills.

Start dates: October 5, 1978
January 18, 1979
April 5, 1979

Gestalt Awareness I PSY 900

Monday, 5:30-7:30 p.m.
Kensington Campus
20 hours
Fee: $25.00

This is a basic introduction to the principles of Gestalt therapy. These principles can be utilized in one's approach to everyday living as well as becoming a valuable aid when working with others in a social service setting. *This is not a therapy group.*

Start date: October 9, 1978

Gestalt Awareness II PSY 901

Monday, 5:30-7:30 p.m.
Kensington Campus
20 hours
Fee: $25.00

This intermediate group is for people who have completed Gestalt Awareness I or who have had previous experience in a Gestalt group. The course will continue to explore in depth the principles and methodology of Gestalt.

Start date: January 29, 1979

The Dynamics of 50 + CARE 907

Tuesday, 6:30-9:30 p.m.
Kensington Campus
36 hours
Fee: $45.00

This course is designed to provide an understanding of the factors involved in personal growth and development in the 50+ years. The biological and psychological myths and realities and the available financial, medical, residential, educational, recreational, employment and volunteer resources will be examined. Participants will seek to determine those factors intrinsic in "dynamic" maturity in order to gain insight and skills in coping with both their own maturation and that of others with whom they have contact.
Guest speakers, discussion and audio visual aides will be integrated throughout the course.

Start dates: September 26, 1978
March 27, 1979

Total Communication (Part I) DEAF 900

Monday, 5:00-7:00 p.m. or 7:00-9:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: An introductory course designed for those who come in frequent contact with, or work with, the deaf. The course is designed to give fluency in one-way conversation with a deaf person.
Two classes may be held depending upon enrolment. One class will commence at 5:00 p.m. and complete at 7:00 p.m., the other class from 7:00 p.m. to 9:00 p.m.

Start date: October 2, 1978

Total Communication (Part 2) DEAF 902

Monday, 7:00-9:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: The second part of the course is designed to give the student the ability to carry on a normal two-way conversation with deaf persons.

Start date: October 2, 1978

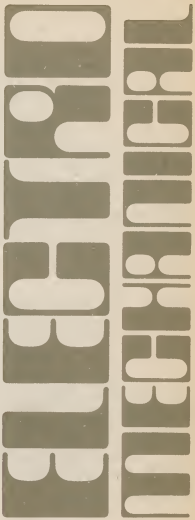
Total Communication (Part 3) DEAF 906

Monday, 7:00-9:00 p.m.
Casa Loma Campus
45 hours
Fee: $50.00

Course Content: Development of the manual skills taught in Part II. Opportunities to practise before groups of hearing impaired people: (a) seminars, (b) meetings.
Development of the ability to convey the thought, intent and spirit of a speaker and to maintain the dignity and purity of the language of signs.

Start date: October 2, 1978

NOTE: *For further information concerning Hearing Impaired courses phone 967-1212 ext. 433.*



Electro-Mechanical

General Machine Shop (Upgrading) MACH 906A

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start date: October 2, 1978

General Machine Shop (Pre-Job) MACH 906B

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Course Content: Theory and practical assignments in shop mathematics; benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start date: October 3, 1978

Lathework MACH 541

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $10.00

Prerequisite: MACH 540 or equivalent.
Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Start dates: October 3, 1978
February 6, 1979

Mechanical Maintenance — Part I MILL 900A

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Course Content: Machine tool terminology and operations, filing, sawing, drilling and reaming; wrenches and other hand tools. Shafts, keys, threads, fasteners, couplings, chain drives, belt drives, bearings and basic rigging including fiber and wire rope, slings and related hardware. Shop projects including Machine tool operations, benchwork, coupling, bearing fitting and aligning.

Start date: October 2, 1978

Mechanical Maintenance — Part II MILL 900B

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MILL 900A.
Course Content: Gear types, terminology, simple and compound gear trains; basic hydraulic and pneumatic principles, components and circuits; air compressor types and components; conveyor types and terminology; trouble shooting and servicing. Shop assignments including machine tool and benchwork operations; pneumatic and hydraulic circuitry.

Start date: October 2, 1978

Numerical Control I MACH 902

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Start date: October 2, 1978

Numerical Control II MACH 905

Monday, 7:00-10:00 p.m.
Casa Lome Campus
60 hours
Fee: $65.00

Prerequisite: Mach 904 or previous part programming experience.
Course Content: History; computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT; co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements, motion statements, motion termination.
Note: This is a practical hands-on N/C computer course. This program will run when sufficient enrollment is achieved.

Start date: Merch 12, 1979

Injection Moulding PL 905

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $65.00
Materiels: $10.00

Course Content: Properties and characteristics of thermoplastic materials; poleolefins, polystyrenis, vinyls, nylon acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process: operating principles of plunger injection and reciprocating screw injection machines; machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machines; mould set-up; setting temperatures; cycles and controls; mould temperature control, safety features and precautions; troubleshooting. Design: mould components and nomenclatures; good and poor design; types of moulds; application and design of various types and sizes of runners, sprues and gates, draft angles; tolerances; mould maintenance.

Start dete: October 5, 1978

Welding I WELD 900

Tuesday (Fall term)
Monday and Wednesday (Spring term)
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start dates: October 3, 1978
March 26, 1979

Welding II WELD 901

Tuesday (Fall term)
Monday and Wednesday (Spring term)
7:00-10:00 p.m.
Casa Lome Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start dates: October 3, 1978
March 26, 1979

Welding III WELD 907

Thursday (Fall term)
Tuesday and Thursday (Spring term)
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $77.00
Meteriels: $18.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults; set-up and ajustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints in all positions. Cellulose and low hydrogen electrodes will be used.

Start dates: October 5, 1978
March 27, 1979

Welding Pre-Certification (A.S.M.E.) WELD 903

Monday (Fall term)
Tuesday and Thursday (Spring term)
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $77.00
Materiels: $33.00

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators, codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from buff welds in all positions.
NOTE: Applicants must be interviewed prior to acceptance. Appointments for interview can be arranged by phoning 967-1212 ext. 461.

Start dates: October 2, 1978
March 27, 1979

Welding — Pipe — Uphill (S.M.A.W.) WELD 904

Monday and Wednesday
7:00-10:00 p.m.
Casa Lome Campus
60 hours
Fee: $90.00
Materials: $60.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, and WELD 903; or (2) Boiler Inspection branch (A.S.M.E.) or Canadian Welding Bureau (C.W.B.) Certification for all positions.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators' codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.
NOTE: Applicants must be interviewed prior to acceptance. Appointments for interview can be arranged by phoning 967-1212 ext. 461.

Start date: March 26, 1979

Welding — Pipe — Uphill (GTAW/SMAW) WELD 906

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00
Materials: $85.00

Prerequisite: WELD 900, WELD 901, WELD 907, WELD 902 or WELD 903 and WELD 905; or Boiler Inspection Branch (ASME) or Canadian Welding Bureau (CEB) certification for all position welding and proficiency in the use of low hydrogen electrodes.
Course Content: Pipe specification, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTA equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
NOTE: Applicants must be Interviewed prior to acceptance. Appointments for interview can be arranged by .phoning 967-1212 ext. 461.

Start dete: October 4, 1978

Welding Ornamental Metalwork WELD 909

Tuesday (Fall term)
Tuesday and Thursday (Spring term)
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $77.00
Materials: $8.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practical shop work consisting of the fabrication of various types of ornamental metal projects.

Start dates: Octobar 3, 1978
March 27, 1979

Welding Aluminum and Stainless Steel (G.T.A.W. and G.M.A.W.) WELD 910

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $82.00
Materials: $48.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flowmeters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.

Start date: March 26, 1979

Ultrasonic Testing I TEST 900

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $95.00

This is a basic course in Ultrasonic Testing which will be of particular interest to persons preparing to write the Junior Level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind Ultrasonic Testing.
Course Content: Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration. Textbook: General Dynamics Manual, CT 6-4 "Ultrasonic Testing".

Start date: October 4, 1978

Eddy Current Testing I TEST 901

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $95.00

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment; testing techniques, callbration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing.

Start date: Febraury 20, 1979

Ultrasonic Testing II TEST 902

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $95.00

Prerequisite: Ultrasonic Testing I or Certification to the Canadian Government Specification Board junior level in Ultrasonics or equivalent experience satisfactory to the instructor.
This course Is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the Insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available Instrumentation; Interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing".

Start date: February 21, 1979

Industrial Radiography I TEST 903

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
48 hours
Fee: $120.00

This is a course directed to the Radiographer who is preparing to write the Junior Industrial Radiography examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowlaage of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length of light; generation of X-rays and gamma rays; mathematics of radiography-inverse square law, law of reciprocity; radiographic sensitivity-definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection — Federal and Provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Textbook: General Dynamics Manual CT-6-6 "Radiographic Testing".

Start dates: Febraury 22, 1979

Industrial Radiography II TEST 904

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $95.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Start date: Febraury 22, 1979

Liquid Penetrant and Magnetic Particle Inspection (LPI/MPI) TEST 907

Monday, 7:00-10:00 p.m.
Casa Loma Campus
36 hours
Fee: $105.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Course Content: Liquid penetrant — N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indications. Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials; selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretations.
Textbook: General Dynamics Manual, CT-6-3 "Liquid Penetrant Testing" and CT-6-3 "Magnetic Particle Testing".

Start dates: October 2, 1978
February 19, 1979

Electrical Apprentice Review EL 900

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Designed for those apprentices who are in their final term and who expect to write the qualifiyng examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start dates: Octobar 2, 1978
Febraury 5, 1979
April 16, 1979

Estimating For The Electrical Trade EL 901

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; take-off procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable poles; pull boxes; labour cost variables; non-productive labour; incidental and direct job cost; electric heating loads.

Start date: October 3, 1978

Hydro-Electric Power Commission Regulations EL 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: At least fifth term apprentices, or journeymen.
Course Content: Authority, Interpretations, use of the index, application of regulations.

Start dates: October 3, 1978
February 6, 1979

Electrical Drafting (Basic) A.T.E.C. Program EL 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Start date: October 3, 1978

Electrical Fundamentals A.T.E.C. Program (Approved) EL 905

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MATH 100.
Course Content: Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Start date: October 2, 1978

Electrical Construction and Maintenance I EL 907

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Start dates: October 2, 1978
February 5, 1979

Electrical Construction and Maintenance II EL 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Start dates: October 3, 1978
February 6, 1979

Electrical Construction and Maintenance III EL 909

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

Start dates: October 3, 1978
February 6, 1979

Industrial Electronic Controls Part I EL 910

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Course Content: Circuit components, meter applications, thermistors, photo devices characteristics, bridge circuits, zener diodes, oscilloscope familiarization, transistor switching, theory and shop.

Start date: October 5, 1978

Industrial Electronic Controls Part II EL 911

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 910.
Course Content: Common emitter amplifier, common base amplifier, common collector amplifier, SCR characteristics and control, SCR converter, UJT transistors, UJT — SCR power control, Schmitt trigger, resistive sensitive relay, voltage sensitive relay, photo electric devices, photo electric relays, diode and transistor logic, theory and shop.

Start date: October 2, 1978

Industrial Electronic Controls Part III EL 912

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: EL 911.
Course Content: Timing circuits, UJT timing relay, transistor timing relay, multivibrators, register controls, Eddy current clutch drives, variable DC motor devices, variable AC motor drives, resistance welder controls, programmable controllers, theory and shop.

Start date: October 3, 1978

Electrical Blueprint Reading ELDR 612

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start dates: October 2, 1978
February 5, 1979

Electronic Fundamentals — Part I ELTC 900

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant circuits; A.C. circuits.

Start date: October 2, 1978

Electronic Fundamentals — Part II ELTC 901

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Start date: October 3, 1978

Electronic Fundamentals — Part III (Radio) ELTC 902

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; servicing automobile receivers; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits; blocking oscillators; multi-vibrators.

Start date: October 5, 1978

Electronic Fundamentals — Part IV (Television) ELTC 903

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Course Content: Sawtooth generators; flip-flops; binary counters; decimal counters; clippers; limiters; shapers; triggering circuits; gating circuits; television system requirements; tuner circuits; VHF tuners; video IF section; video amplifiers; picture tubes; sound channels; sync signals, sync circuits and DC restorers; sweep oscillators; sweep amplifiers; high voltage suppliers; UHF tuners; antennas; transmission lines; component television receivers; servicing techniques.

Start date: October 5, 1978

Colour Television ELTC 909

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits; RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Start date: October 5, 1978

Computer Systems ELTC 906A

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Basic programming concepts; machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; I/o bus., peripheral controls; laboratory work, programs in assembler language, construction in interface units.

Start date: February 8, 1979

Cable Television Practice ELTC 913A

Wednesday 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Recommendation of employer.
Course Content: Introduction to T.V., sync and composite signals; B & W and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops; coax cable characteristics, DB, VSWR, losses and reflection; amplifiers; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction: clearance, safety, handling, splices, tap offs; installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start date: October 4, 1978

Cable Television Practice (Advanced) ELTC 913B

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Recommendation of employer.
Course Content: CATV system design requirements and constraints, system powering, noise and cross Intermodulation, antennas and headends, bi-directional CATV systems, computer applications in CATV, radiation problems and testing, micro-wave in CATV, fibre optics, system monitoring, UHF distribution and local orgination programming.

Start date: October 2, 1978

Microprocessors — Part I ELTC 917

Tuesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisites: ELTC 906 or equivalent. A basic knowledge of minicomputers and machine language programming would be an asset.
Course Content: Construction of a microcomputer by each student, discussion of microcomputer design, fundamental machine language programming techniques, and basic interfacing procedures will be covered in a lecture/lab setting using the 6800 microprocessor and related support logic.
The constructed microcomputer will be available for the students personal use with the payment of an optional laboratory fee of $175 of which $150 is refundable with the return of the microcomputer in working condition.

Start dates: October 3, 1978
February 6, 1979

Microprocessors — Part II ELTC 918

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisites: ELTC 917 or equivalent.
Course Content: Students will develop programs for the 6800 or 8080 microprocessors using the cross-assemblers on the College computer time-share facility. Interfaces for teleprinters, keyboard displays, video terminals, cassette tape, and floppy disc, will be discussed and used with the microcomputers built in ELTC 917 in a lecture/lab setting. Popular microprocessors and their support logic will be compared in relation to application.

Start dates: October 5, 1978
February 8, 1979

Logic ELTC 906

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: ELTC 904 or equivalent. Background knowledge of transistor theory.
Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits; codes and error detection; A/D and D/A conversion; laboratories.
NOTE: this course is a prerequisite for ELTC 906A (Computer systems).

Start date: October 5, 1978

Video Tape Recorders Theory and Maintenance ELTC 912

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Fundamental knowledge of electronics and basic T.V.
Course Content: Theory of video tape recording principles; magnetic recording process; tape magnetization; single track, multi-track, vertical and slanted tracks; signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; FM signal differentiation; low pass filter; white clipper; limiter; d-c restoration; servo-operation; basic editing and colour signal recording principles; time base correction, editing and time-code recording methods, ENG (Electronic new gathering) applications.

Start date: October 3, 1978

Introductory ETV and Broadcast Maintenance ELTC 915

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Fundamental knowledge of electronics and basic T.V.
Course Content: Theory and techniques as applicable to closed television circuit operations found in broadcast studies, educational television, community cable television centers, and related fields; audio distibution systems and level standards, monitoring, equalization, and matching requirements, the audio console, equipment and system testing parameters and methods, magnetic recording and playback channel evaluations; r-f and video distribution systems, the monochrome and NTSC color TV signal, types of TV monitors and synchronization, basic video switching and special effects functions, circuit analysis of TV cameras and alignment principles, the telecine or TV film camera, basic test procedures and interpretations of synthetic TV test signals, ViT (Vertical Interval TV signals), equipment and system measurements and evaluations, solid state TV picture pick-up devices, comparing analogue and digital TV signal distribution.

Start date: October 2, 1978

Fashion Technology

Creative Fashion Design
Apparel Management

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment.

Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.

Apparel Construction I DRES 141X
(Dressmaking Elementary)

Monday and Wednesday
or
Tuesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric laying-out patterns; sewing techniques (hand and domestic machine).

Start dates: October 2 and 3, 1978
January 15 and 16, 1979

Apparel Construction II DRES 145X
(Dressmaking Intermediate)

Tuesday or Wednesday
7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: DRES 141X or equivalent.
Course Content: Continuation of DRES 141X — the proper selection of style and pattern to suit the wearer and material; fashions and their changes; knits and stretch fabrics techniques; intimate wear and lingerie; special finishes.
Student to supply materials.

Start dates: October 3 and 4, 1978
January 16 and 17, 1979

Apparel Construction III DRES 151X
(Dressmaking Advanced)

Tuesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X and/or DRES 145X.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material.

Start dates: January 16, 1979
April 3, 1979

Apparel Pattern Drafting I PAT 141X
(Elementary)

Monday and Wednesday
or
Tuesday and Thursday
7:00-10:00 p.m.
60 hours
Kensington Campus
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (men's, women's and children's wear); drafting directly "on the flat" (i.e. on paper); in manufacturing sizes to a "price line".
Students supply own materials.

Start dates: October 2 and 3, 1978
January 15 and 16, 1979

Apparel Pattern Drafting II (Intermediate) PAT 143X

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: PAT 141X or equivalent.
Course Content: Intermediate pattern drafting (women's and children's wear) embellishing PAT 141X.

Start dates: October 3, 1978
January 16, 1979

Apparel Pattern Drafting III (Advanced) PAT 151X

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: PAT 143X
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, sults, sportswear, etc., and also dresswear and advanced styling.

Start Date: January 16, 1979

Men's Pattern Drafting PAT 142X

Monday and Wednesday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: PAT 141X or equivalent.
Course Content: Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Start dates: October 2, 1978
January 15, 1979

Tailoring (Ladies') DRES 146X

Tuesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X or sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and sults using commercial patterns. Industrial machines.
Students supply own materials.

Start date: January 16, 1979

Tailoring (Men's) DRES 146X

Monday and Wednesday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: DRES 141X or sewing skills.
Course Content: Men's tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines.
Students supply own materials.

Start date: January 15, 1979

Fashion Illustration I (Elementery) PAT 144X

Tuesday, 6:00-9:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: Artistic aptitude.
Course Content: Elementary course in fashion art to show fashion, style design, fabric texture.
Student to supply own materials.

Start dates: October 3, 1978
January 16, 1979

Fashion Illustration II (Intermediate) PAT 154X

Thursday, 6:00-9:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: PAT 144X
Course Content: Advanced lessons for commercial applications in fashion art.

Start dates: October 5, 1978
January 18, 1979

Theory and Recognition of Furs (Introduction) FUR 543X

Monday and Wednesday
1:00-3:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Instructor's evaluation or employment in fur industry.
Course Content: Recognition of wild and ranched furs in skin form.

Starts every Monday.

Fur Manufacturing Technlques (Elementery) FUR 544X

Monday, 8:00-12:00 noon
Thursday, 8:00-12:00 noon
Kensington Campus
80 hours
Fee: $85.00
Equipment Fee: $5.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments.
Students may purchase required pelts at cost and must supply own tools.

Starts every Monday.

Leather Manufacturing Technlques LTH 544A

Tuesday, 8:00-12:00 noon
Kensington Campus
40 hours
Fee: $45.00
Equipment Fee: $5.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools.

Starts every Tuesday.

Fur and Leather Fashions FUR 545A

Friday
8:00-12:00 noon, 1:00-3:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisite: FUR 144 or experience.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Starts every Friday

Work Management I (Time Studies) — (Apparel) AT 100X

Wednesday, 9:00 a.m.-1:00 p.m.
Kensington Campus
64 hours
Fee: $70.00
Equipment Fee: $5.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplifcation.
Students supply own stop watches and boards.

Start date: September 13, 1978

Needle Trade Technology II (Sewing Machine Repairs) — Elementary AT 152

Tuesday, 6:30-9:30 p.m.
Kensington Campus
48 hours
Fee: $55.00
Equipment Fee: $5.00

Prerequisite: Demonstrated mechanical aptitude.
Course Content: Some mechanics of sewing machines, history, justifying purchase, variations, efficient uses and common repairs (elementary).

Start date: January 2, 1979

Personnel and Industrial Relations AT 161X

Monday, 9:00-12:00 noon
Kensington Campus
48 hours
Fee: $55.00
Equipment Fee: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Start date: September 11, 1978

Serger Machine SEW 542X

Monday to Friday
8:00 a.m.-3:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X
Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Starts every Monday

Blind Stitch Machine SEW 543X

Monday to Friday
8:00 a.m.-3:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment fee: $5.00

Prerequisite: SEW 141X
Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Monday

Button-Hole and Button Sewer Machine SEW 544X

Monday to Friday
8:00 a.m.-3:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: SEW 141X
Course Content: How to use button-hole and button sewer as used in Ontario apparel plants.

Starts every Monday

Furniture and Furnishings

Furniture Finishing FURN 103X

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
Fee: $65.00
Equipment Fee: $5.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Start date: October 2 and 4, 1978
January 8, 1979

Furniture Upholstery I FURN 104X

Monday and Wednesday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling.
Students supply own materials.

Start dates: October 2, 1978
January 8, 1979

Drapery (Slipcovers) FAB 252X

Monday and Wednesday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: How to measure and make drapes and slip covers.
Students supply own materials.

Start dates: October 2, 1978
January 8, 1979

Interior Design FURN 207X

Wednesday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Course Content: The physical relation of people to interior environment — plans, scales, colours.
Students supply own instruments, brushes and paints.

Start date: October 4, 1978

Watchmaking/Jewellery

Watchmaking WATCH 901

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: Current employment in the watchmaking industry.
This is a long range program consisting of several units. Students may re-enroll for several years. Practicing watchmakers who wish to improve their knowledge in any given area may take up any one unit they desire. Beginners must progress in the order in which the units are organized.
Course Content: Lathe work, clock work, balance work, hairspring manipulations, jewelling techniques, watch overhaul and lubrication, watch adjustments, automatic and calendar watches, part replacement and interchangeability, waterproofing watch cases.

Start date: October 3, 1978

Basic Clock Repairing WATCH 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $15.00

Course Content: Theory: Pendulums and balance wheels as frequently occuring; alarm, striking and chiming mechanism. Shop: Replacing of mainsprings, staffs, suspension springs, fittings of bushings, hole closing, reaming and uprighting, pivoting, clock cleaning, setting up of escapements.

Start date: October 3, 1978

Jewellery (Introduction) JWL 160A

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Current employment in industry or hobbyist.
Course Content: Introduction to jewellery making, cutting, filing; hard soldering, finishing and polishing of precious metals. Students supply own materials.

Start dates: October 4, 1978
March 28, 1979

Jewellery — Beginners (Casting) JWL 160B

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Introduction to casting techniques; precious metals; cuttlefish casting, and centrifugal casting. Students to supply own materials.

Start dates: October 3, 1978
March 27, 1979

Jewellery (Intermediate) JWL 160C

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and basic repairs as indicated. Leads to JWL 260A.
Students supply own materials.

Start dates: October 2, 1978
March 26, 1979

Jewellery (Refresher — Introduction) JWL 160D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials.

Start dates: October 3, 1978
March 27, 1979

Gem Setting JWL 162X

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A, B, and C.
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials.

Start dates: October 5, 1978
March 29, 1979

Gem Setting (Refresher) JWL 162D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 162X.
Course Content: additional bench work in setting gems and review of techniques.
Students supply own materials.

Start dates: October 3, 1978
March 27, 1979

Engraving — Beginners JWL 163X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials.

Start dates: October 2, 1978
March 26, 1979

Jewellery Making (Silversmithing) JWL 164X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Table ware — hollow ware. Items other than jewellery — raising and planishing.
Students supply own materials.

Start dates: October 3, 1978
March 27, 1979

Jewellery Making (Refresher) (Silversmithing) JWL 164D

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start dates: October 3, 1978
March 27, 1979

Jewellery Making (Enamelling) ENA 170X

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00
Equipment Fee: $5.00

Course Content: Enamelling; elementary theory and practice applying enamel to metal.
Students supply own material.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start dates: October 2, 1978
March 26, 1979

Jewellery Making (Refresher) (Enamelling) ENA 170D

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $50.00
Equipment Fee: $5.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start dates: October 2, 1978
March 26, 1979

Jewellery — Advanced JWL 260A

Tuesday & Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160A and C.
Course Content: Advanced techniques in the manufacture of jewellery. Individual teaching to personal needs.
Students supply own materials.

Start dates: October 3, 1978
March 27, 1979

Jewellery — Advanced (Casting) JWL 260B

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: JWL 160B.
Course Content: Jewellery making advanced casting. Refinement of techniques — rubber mold and wax injection.
Students supply own materials.

Start date: October 4, 1978

Jewellery — Advanced (Refresher) JWL 260C

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start dates: October 3, 1978
March 27, 1979

Jewellery — Advanced (Refresher) (Casting) JWL 260D

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $5.00

Prerequisite: JWL 260B.
Course Content: Review of casting techniques and refinement of skills. Additional casting room time and projects.
Students supply own materials.

Start dates: October 4, 1978
March 28, 1979

Jewellery Making (Lapidary) JWL 903

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials.
Students supply own materials.

Start dates: October 4, 1978
March 28, 1979

Jewellery Design DES 169X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Basic design; history of jewellery; sketching and drawing two and three dimensional designs.

Start dates: October 3, 1978
March 27, 1979

Gemmology I GEM 167X

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cuts and shapes.

Start dates: October 3, 1978
March 27, 1979

Gemmology II (Intermediate) GEM 267X

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: GEM 167X
Course Content: Study of precious stones.

Start dates: October 5, 1978
March 29, 1979

Basic Ceramics CER 900

Saturday, 9:00 a.m.-12:00 noon
Casa Loma Campus
30 hours
Fee: $35.00
Materials: $18.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Start dates: October 7, 1978
January 13, 1979
March 31, 1979

Ceramics 1 CER 101X

Monday and Wednesday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Start dates: October 2, 1978
January 8, 1979
March 26, 1979

Ceramics 2 CER 151X

Tuesday and Thursday
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start dates: October 3, 1978
January 9, 1979
March 27, 1979

Ceramics 3 CER 201X

Monday and Wednesday
9:00 a.m.-12:00 noon
or 1:00-4:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Start dates: October 2, 1978
January 8, 1979
March 26, 1979

Ceramics 4 CER 251X

Tuesday or Thursday
9:00 a.m.-12:00 noon
or 1:00-4:00 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. This class will accommodate Intermediate students (CER 101X and CER 151X).
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, architectural forms — decorative and creative use of materials in clay and glaze.

Start dates: October 3, 1978
January 9, 1979
March 27, 1979

Ceramics (Beginners) CER 902

Monday to Friday
9:00 a.m.-12:00 noon and
1:00-4:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00
Materials: $40.00

Intensive program in ceramics for beginners and intermediate students.
Course Content: Hand building, wheel technique, decorating and glazing techniques experienced through course projects.

Start dates: September 11, 1978
June 4, 1979
July 2, 1979

Window Display I DISP 900

Monday & Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts, uses of window display; types, timing, props, colour and materials used discussed and demonstrated. This course leads to Display II and Display III.

Start date: October 2, 1978

Window Display II DISP 901

Tuesday & Thursday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Window Display I or experience.
Course Content: Preparing merchandise; flooring, «lighting and plans; sketches, sources of ideas; installing backgrounds and props; placing signs and items; budgeting.

Start date: January 16, 1979

Window Display III DISP 902

Tuesday & Thursday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00

Prerequisite: Window Display II or experience.
Course Content: Displays for special events, holiday items, etc.

Start date: April 3, 1979

Macrame ART 801

Wednesday, 7:00-10:00 p.m.
Kensington Campus
20 hours
Fee: $25.00

Course Content: Basic concepts of macrame.
Students supply own materials.

Start dates: October 4, 1978
January 10, 1979
April 11, 1979

FOOD TECHNOLOGY

Some of the courses do not indicate the day of the week. Verification of the day can be obtained by calling 967-1212, Local 613/689

Food Technology

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advance small quantity food, advance baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only.

Basic Small Quantity Food FP 730X

Monday, Tuesday or Wednesday
6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $45.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start dates: October 2, 1978
February 26, 1979

Basic Baking BK 610X

Monday, 6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Materials: $25.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start dates: October 2, 1978
January 15, 1979

Advanced Small Quantity Food FP 731X

Thursday, 6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $60.00

Prerequisite: Basic Small Quantity Food. FP 730. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Start dates: October 5, 1978
February 22, 1979

Advanced Baking BK 634X

Wednesday, 6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $45.00
Materials: $30.00

Prerequisite: Basic Baking. BK 610X. The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create the patisserie masterpieces, the flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Start dates: October 4, 1978
January 17, 1979

Appreciation of Wines Spirits and Liqueurs F 807

Monday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $45.00

Prerequisite: Over 18 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintage, prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Start dates: October 2, 1978
January 15, 1979

Chinese Cuisine F 810

Tuesday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, wine and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Start dates: October 3, 1978
January 16, 1979

Advanced Chinese Cuisine F 818

Thursday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisite: Basic Chinese Cuisine F810.
Course Content: This course brings you from basic Chinese cooking to the wonderland of other unexplored approaches and ingredients associated with authentic Chinese gourmet dishes such as crispy chicken, sizzling rice, shark's fin soup and peking duck, etc. Demonstration only. Class product tasted by participants.

Start dates: January 18, 1979

Advanced Wine Appreciation F 811

Wednesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $95.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.

Start dates: October 4, 1978
January 17, 1979

Junior Gourmet Cooking F 815

Saturday, 10:00 a.m. - 1:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $15.00

Prerequisites: 10 - 16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start dates: October 14, 1978
April 14, 1979

Junior Gourmet Cooking (Advanced) F 819

Saturday, 10:00 a.m.-1:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00

Prerequisites: Junior Gourmet Basic F815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date: January 13, 1979

Mixology (Cocktail Bartending) BAR 503X

Monday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00
Materials: $25.00

Prerequisite: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.

Start dates: October 2, 1978
January 15, 1979

Meat Trade Theory
Retail Meat Cutting MC 613X

Tuesday 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisites: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Start date: October 3, 1978

Decorating Craft BK 639X

Tuesday 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $65.00
Materials: $15.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions — techniques and methods.

Start date: October 3, 1978

Meat Cutting for the Home Enthusiast F 817

Monday, 7:00-10:00 p.m.
Kensington Campus
18 hours
Fee: $25.00
Materials: $140.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of pork, lamb and poultry and *the finished product will become the personal property of the student.*
The students will engage in the cutting and boning of chicken and chicken parts, boning, shaping and tying of pork and lamb legs, loins, racks and shoulders. Economical utilization and storage of these cuts will be stressed. The students will participate in the cutting of the following unique cuts; crown, cushion and french roasts, butterfly, pocket and french chops and cutlets of pork and lamb.

Start dates: October 2, 1978
January 15, 1979

GRAPHIC ARTS

Graphic Arts

General Note:

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105X, GR 205X and GR 305X for a Certificate in Process Camera, or GR 115X, GR 116X and GR 216X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

There are seven major subject areas:

Graphic Design
Woodcarving
Printing Technology
Advertising — Its Development and Procurement
Screen Printing
Signwriting and Show Card Writing
Visual Communications & Photography

Graphic Design

Still Life Drawing and Painting GD 100X

Monday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: Fundamentals of still life rendering. The student may start with charcoal drawing of still life objects followed by monochrome renderings of the objects in paint; fundamentals of color and value of colors; render a still life in color.

Start dates: September 25, 1978
January 29, 1979

Life Drawing GD 101X

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: This course is designed to improve the student's ability to draw the human form. Each student will be started at his/her own level from basic contour drawing concentrating on the positive and negative shapes, followed by 25 minute poses. Later the student will do full shaded drawings with the model holding a sustained pose for the lesson. Advanced students may undertake additional work.

Start dates: September 26, 1978
January 30, 1979

Illustration GD 201X

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary.

Start dates: September 26, 1978
January 30, 1979

Advertising Design GD 212X

Wednesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Interest In Art.
Course Content: This course is designed to give the theories of commercial art, along with some practical work in advertising layout and graphic design, mechanical drawings, paste-up and color separation by amberith overlays. The student will be given some experience in preparing mechanical camera-ready art work.

Start dates: Septembar 27, 1978
January 31, 1979

T.V. Graphics GD 205X

Wednesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Learning to choose lettering for T.V. in relationship to background composition for T.V. Learning to design in a simple T.V. form, studio graphics and 35 mm. slides. Learning basic techniques in animation, conventional and computer form from storyboard, creative thinking and actual art.

Start dates: September 27, 1978
January 31, 1979

Woodcarving GD 804

Monday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start data: Octobar 2, 1978

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by "hands-on" participatory courses.

Introduction to Typography (Design) GR 100A

Monday, 6:00-9:00 p.m.
St. James Campus
30 hours
Fee: $35.00
Materials: $5.00

Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields requiring a knowledge of type and its function. It is intended to help the student develop an awareness of type and typographic design. The Course content includes the history of the alphabet, measurement, classification and recognition, and should enable the student to make informed decisions involving the use of type. Practical assignments will involve copyfitting and mark-up, the use of text and display type and the handling of illustrations and colour in design.

Start date: September 25, 1978

Introduction to Typography (Production) GR 100B

6:00-9:00 p.m.
St. James Campus
30 hours
Fee: $35.00
Materials: $10.00

Logically follows course GR 100A, but interested students may enroll without attending GR 100A. Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields where a knowledge of the production of printed material would be desirable. The student will acquire information to help him make decisions regarding typesetting, printing and paper, and to assist in the choice of systems, processes and methods. Instructors in the different production areas will demonstrate photocomposition, copy preparation, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing, and finishing and binding operations.
The day may vary from week to week according to the availability of individual instructors.

Start date: January 8, 1979

Introduction to Typography GR 100X

Saturday, 8:00 to 12 noon
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

This course is intended for persons employed in copy preparation departments, publishing, and information offices. A workshop approach to the subject is provided through a balanced program of lectures and practical work. The course will provide the layperson with a background to enable him/her to make basic decisions in the design of printed communications. The emphasis throughout the course will be on the workshop aspect. Historical and technical information will be dealt with in as much detail as is required to understand typography.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start dates: February 3, 1979

Phototypesetting Keyboard Operation and Concepts GR 202

Tuesday, 6:00-10:00 p.m. or
Thursday, 6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisites: Typing to a level of 25 wpm minimum (to obtain employment 50 wpm is usually required); some knowledge of basic typesetting concepts, or permission of the instructor.
Special students: Employers, salesmen/women and other non-production personnel may take this course as special students. Such persons should make known their intention to the instructor at the start of the course and will be given a grade of K (incomplete). Failing to follow the above procedure may otherwise result in a grade of 'F'. Preference will be given to those seeking employment in the skill of keyboard operating.
Course Content: This course is an individual learning program in which students may progress at their own speed. The course covers all the basic machine instructions and ranges in difficulty from straight text setting to complex tabular. Some storing and formatting is given.

Start dates: Septembar 26 and 28, 1978
February 6 and 8, 1979

Phototypesetting (Basic Maintenance) GR 208X

Wednesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: Employment in a typesetting related field, or permission of the instructor.
Course Content: Designed to teach basic maintenance on phototypesetting machines. The content will cover optics cleaning and adjustments; reader maintenance; general mechanical and electro-mechanical servicing; filmstrip care; and other related matters. In addition, processing of job tapes and program tapes will be taught.

Start dates: September 27, 1978
February 7, 1979

Camera Ready Assembly (Artwork and Mechanical) GR 302X

Tuesday and Thursday, 6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $20.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, using various methods to produce ruled lines, to advanced camera ready artwork, using Amberlith overlays for multi-colour work.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 Headliner machines (Phototypesetters).

Start dates: September 26 and 28, 1978
February 6 and 8, 1979

Phototypesetting Mark-Up (General) GR 322A

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00
Materials: $5.00

Prerequisite: Employment in typesetting related field; or, permission of the instructor.
Course Content: Mark-up techniques used in the field of commercial typesetting. The content will include identification of the most common typefaces used and the methods of determining choice of typeface and size within the kinds of work concerned. Tours of typesetting plants may be arranged. A series of progressive mark-up assignments will be required of the student.

Start dates: September 26, 1978
February 6, 1979

Phototypesetting Mark-Up (Advanced Phototypesetting Keyboard) GR 322B

Saturday, 9:00-12:00 noon
St. James Campus
45 hours
Fee: $50.00
Materials: $10.00

Prerequisites: Completion of GR 202, with a grade of at least "B"; or, one year's experience operating a keyboard in-put to a phototypesetting device. Admission may be also granted at the instructor's discretion.
Course Content: Typeface identification, factors underlying typeface choice, appropriate size selection, analysis of samples of typeset material, typographic style considerations. The student will plan and mark-up a series of progressively more complex pieces of raw copy and be required to typeset the same using the College's phototypesetter.

Start dates: September 23, 1978
February 3, 1979

Contemporary Phototypesetting Methods GR 901

Mondey, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $60.00

Course Content: A course designed to acquaint non-production persons with the underlying concepts of computers and phototypesetting techniques. A series of lectures, demonstrations, hands-on work, plant layout design, and at least three plant visits to different segments of the typesetting industry.

Start dates: September 25, 1978
February 5, 1979

Photomechanical Reproduction — Basic (Black and White Camera) GR 105X

Wednesday and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film; making photographic contact, duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start dates: September 13, 1978
November 15, 1978
Jenuary 31, 1979
April 4, 1979

Photomechenical Reproduction — Advenced (Black and White Camera) GR 205X

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisite: Completion of GR 105X or equivalent industrial experience.
Course Content: Half-tone photography and machine processing; includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Start dates: September 11, 1978
January 29, 1979

Photomechenicel Colour Reproduction (Offset) GR 305X

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: Completion of GR 205X or equivalent experience.
Course Content: Designed for students with line and half-tone experience; covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters; includes the operation and control of film processors, densitometers, enlarger and related equipment.

Start dates: November 13, 1978
April 2, 1979

Photomechenicel Colour Seperetion (Electronic Scanner) GR 308X

Saturday, 9:00 a.m.-4:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: Completion of GR 305X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometer applications; gradation and color computer, screening, proofing, future trends.

Start dates: October 14, 1978
February 10, 1979

Film Imposition end Printing Surface Preperetion (Basic Stripping end Platemeking) GR 110X

Monday and Tuesday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are part of this course.

Start dates: September 11, 1978
November 13, 1978
January 29, 1979
April 2, 1979

Film Imposition and Printing Plate Surface Preparation (Advanced Stripping) GR 210X

Wednesday and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisite: Completion of GR 110X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photo-composing machine.

Start dates: Saptembar 13, 1978
January 31, 1979

Film Imposition and Printing Surface Preparation (Colour Stripping and Platemaking) GR 310X

Wednesday and Thursday
6:00-10:00 p.m.
60 hours
St. James Campus
Fee: $65.00
Materials: $30.00

Prerequisites: Completion of GR 210X or equivalent experience.
Course Content: Four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation; colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be obtained in manual step and repeat methods and machine photo composing.

Start dates: Novamber 15, 1978
April 4, 1979

Machine Printing (Flexography) GR 214X

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of flexographic printing process, rolls, inks, tension controls, register, electrical controls, oven dryer, rewind, plate mounting.

Start data: Saptambar 26, 1978

Machine Printing (Rotogravure) GR 215X

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of rotogravure printing process, rolls, inks, web tension controls, doctor blades, register, electrical controls, oven dryer, rewind.

Start data: January 23, 1979

Machine Printing Multilith (Basic) GR 115X

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Preference will be given to the candidates who have some offset duplicator knowledge.
Course Content: Fundamentals of offset lithography, feeding, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A or GR 116X.

Start dates: Saptembar 5, 1978
January 9, 1979

Machine Printing Multilith (Advanced) GR 115A

Wednesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisites: Completion of GR 115X or a working knowledge of 1250 Multiliths.
Course Content: Advanced course in offset lithography covering feeding, dampening systems (both conventional and alcohol), colour control, two and multi colour projects. This program leads to GR 116X.

Start dates: Septembar 6, 1978
January 10, 1979

Machine Printing Single Colour Offset Press (Basic) GR 116X

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Completion of GR 115X or equivalent knowledge of printing and printing machinery.
Course Content: Offset lithography on single color, Heidelberg, Harris, Solna and Miehle presses (Basic). Good housekeeping and safety. Lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

Start dates: September 26, 1978
January 23, 1979

Machine Printing Single Color Offset Press (Intermediate) GR 216X

Thursday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of GR 116X or the equivalent knowledge of offset lithography.
Course Content: Colour matching. Projects run during this course will include one colour, multi colour and process work.

Start dates: September 28, 1978
January 25, 1979

Machine Printing Two Colour (Offset Press) GR 217X

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Candidates presently running single colour presses or having completed GR 216X.
Course Content: Practical application of two colour offset printing, alcohol dampening systems, register, cylinder arrangements, application of pH, chemistry of paper and ink, multi colour and process colour jobs and quality control on press runs.

Start dates: September 26, 1978
January 23, 1979

Bindery GR 125A-B
St. James Campus GR 225A-B
60 hours GR 325A-B
Fee: $65.00
Men — Monday or Tuesday or Thursday as required 6:00-10:00 p.m.
Women — Wednesday 6:00-10:00 p.m.

Prerequisite: Elementary Mathematics.
Course content: Use of a selection of the following equipment with an aim of giving the student a thorough understanding of the equipment.
42" Seybold guillotine Cutter (12 channel autospacer)
45¼" Polar Guillotine Cutter (autospacer controls)
17½" x 22½" Baum Folder, Pile Feed, Model 22
20" x 26" Baum Folder, Pile Feed, Model 43
26" x 40" Baum Folder, Continuous Feeder (Dial-O-Matic Control), Model 433
20½" x 31½" Stahl Folder, Pile Feed, Model 4KTL (Combination Buckle & Knife Folder)
Muller Automatic Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Muller Gathering Machine, Type 201
Muller Pony 5 Roto-Binder
Smyth No. 12 Book Sewing Machines
Smyth No. 24 Casing-In Machine
Smyth Rounding & Backing Machine
Foil Stamping Press
Nygren-Dahly Rotary Perforator
Challenge Paper Drill
Singer Sewer — side sewing
Cohasset Tipper
Cerlox, table top combo
Book Back Stripper, table-top model
Schaefer table-top Gluer
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are sub-divided into the following categories. Minor skills and machines are taught as supplements in each category.

GR 125A	GR 225A	GR 325A
GR 125B	GR 225B	GR 325B

Courses start in September 7 (women) and September 7 (men), 1978. Also January 10 (women) and January 11 (men), 1979.

Advertising — Its Development and Procurement GR 900

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00

How to get the best value for your advertising dollar in terms of advertising materials and advertising programs. When one should use an agency; how to use an agency; when one should use a big and expensive typesetting or printing house versus a small one. When a company is ready to create an in-plant printing operation. When emulsion stripping is more feasible than individual separations within a page format. How suppliers should be treated. What makes a good supplier. The psychology of buying and producing advertising material. When newspapers, radio or T.V. should be utilized.

Start dates: September 26, 1978
February 6, 1979

Screen Printing

Screen Printing (Silk-Screen) Basic SP 901

Wednesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

This course is designed as an introduction, to enable the student to complete a number of projects, such as: greeting cards, T shirts, place mats or posters.
Instructional Content: Stencil cutting, colour mixing, screen making and hand-printing.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates: September 27, 1978
February 28, 1979

Screen Printing (Silk-Screen) Advanced SP 903

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisites: Completion of SP 901 (Basic) or equivalent industrial experience.
Instructional Content: Operation of process camera, line and halftone film-making, film imposition, preparation of indirect and direct photo stencils and machine printing. A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start date: September 25, 1978

Signwriting and Show Card Writing

Signwriting SIGN 900

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction to Screen Printing.
Course Content: Brush lettering, type faces, colour and layout theory an practice, materials, basic screen printing.

Start date: September 26, 1978

Show Card Writing SIGN 901

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

This course is designed as an introduction to show card writing, pen lettering and the production of banners, and posters. Students who have previous experience will be encouraged to do advanced work.
Content: Pen and brush lettering, type faces, colour and layout theory and practice, material.

Start date: September 26, 1978

Visual Communications Courses and Photography

These courses are designed for people already working in some facet of the expanding audio visual field. Each course provides extensive practical experience, coupled with sufficient theory, to give the student a good understanding of the subject being studied.

The number of students is limited to fifteen in the first four courses shown below, while for AV 925 and 926 the figure is reduced to ten. All students will be interviewed before enrolling. Phone 967-1212 Ext. 522 for an appointment (Courses AV 904 and AV 927 excepted.)

A detailed synopsis of each course is available upon request at registration.

Introduction to Photo-Technology AV 927

Thursday, 6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $60.00

Prerequisite: AV 904 or similar.
This course is an introductory course for Basic Phototechnology AV 920. It covers large format cameras, including lighting, films, filters, color temperature effect of different developers, copying techniques and darkroom illumination.

Start date: January 11, 1979

Basic Photo-Technology AV 920

Monday and Thursday, 6:00-9:00 p.m.
Casa Loma Campus
60 hours
Fee: $90.00

The course introduces students to numerous techniques that are used by the advanced worker, such as the use of camera movements for sharpness and perspective control: B/W prints from colour slides or negatives; use of formulas in copying.
Twelve illustrated talks provide an in-depth coverage of the subject.

Start dates: October 2, 1978
April 2, 1979

Basic Audio-Production Techniques AV 923

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start dates: October 2, 1978
April 2, 1979

Cinematography AV 925

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: Basic Cinematography AV 922.
Cinematography AV 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography AV 922. The student taking AV 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start date: January 9, 1979

Basic Cinematography AV 922

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

The student is introduced to single concept films, and produces one or more. This involves simple script, choice of camera positions, lighting, editing. 16 mm professional equipment used.
During course, six hours are taken by talks on technology and current laboratory practice.

Start dates: October 3, 1978
April 3, 1979

Television Techniques AV 924

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

This course provides the student with a "hands-on" approach to many of the techniques used in television production. Television systems, cameras, sound, lighting and studio equipment are considered, as well as graphics, effects and V.T.R. systems.

Start dates: October 2, 1978
April 2, 1979

Audio Production Techniques AV 926

Monday and Wednesday
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $135.00

Prerequisite: Basic Audio Production Techniques AV 923 or similar course and/or experience.
This course is designed to extend the working knowledge of those who have already completed Basic Audio Production Techniques, AV 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Start date: January 8, 1979

Introduction to Photography AV 904

Tuesday or Wednesday
6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $45.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — cameras lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start dates: October 3 and 4, 1978
January 9 and 10, 1979
April 3 and 4, 1979

HEALTH

Health

Complete Denture Prosthesis DENT 900

Thursday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is an introduction to the fundamentals of laboratory techniques involving complete dentures. Students will complete custom impression trays, occlusal rims, set-up of teeth, waxing and finishing procedures. The techniques to repair broken teeth and denture bases as well as relining and rebasing will also be covered. The theory of these techniques will be given followed by a written examination at the end of the course.

Start date: October 5, 1978

Partial Denture Construction DENT 901

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisite: DENT 900 or equivalent.
The cast partial denture extension program is an introductory course. The student will be instructed in the basic techniques involved in the surveying and designing, waxing, casting and finishing of upper and lower denture framework.
A written examination will be given at the end of the course.

Start date: October 3, 1978

Orthodontics DENT 902

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $20.00

The orthodontic course introduces the basics of this complex field. Students will learn how to fabricate orthodontic study models, retainers, space maintainers, simple removable and fixed orthodontic appliances. The technique and art of manipulating and soldering various guages of wire as well as applying orthodontic acrylic is stressed.
A written examination will be given at the end of the course.

Start date: October 3, 1978

Crown and Bridge Work DENT 903

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $35.00

This course will introduce the generalist dental technician to the intricacies of fabricating inlays, crowns and bridges. The following topics are covered: review of dental materials used in fixed prosthodontics; review of dental anatomy, fabrication of models and dyes; introduction to the physiology of occlusion, types of inlays, crowns and bridges, pontic design, wax-up, spruing, investing, casting, trimming, fitting, soldering, polishing. Acrylic resin materials used in fixed prosthodontics will be discussed.

Start date: October 3, 1978

Dentel Ceremics DENT 904

Thursdey, 6:30-9:30 p.m.
Cese Lome Campus
60 hours
Fee: $65.00
Materiels: $20.00

Prerequisite: DENT 903 or equivalent.
This course will introduce the crown and bridge technician to the art and science of dental ceramic restorations. The following topics will be covered: review of dental materials used in fixed prosthodontics; review of dental anatomy; fabrication of models and dyes; introduction to the physiology of occlusion, platinum foil matrix construction, build-up, firing, glazing and staining of high-fusing and aluminous porcelain jacket crowns. Porcelain fused to metal restorations: design of metallic substructures, wax-up, sprueing, investing, casting, trimming, fitting, degassing, theory of metal-ceramic bond, opaquing, build-up, firing, glazing and staining, principles of light and colour. The nature of ceramic gold alloys and non-precious alloys will be discussed.

Start dete: October 5, 1978

Applied Science (Dental Materials) DENT 905

Thursdey, 6:30-9:30 p.m.
Case Lome Campus
Fee: $65.00
Materials: $20.00

This course is designed especially for the new worker in the Dental Technology field. Material is presented in both theory and demonstration of the properties and behaviour of the various materials encountered in the dental laboratory. In a laboratory setting students will have an opportunity to become familiar with the materials in regard to handling, manipulation and limitations. Materials covered include those of impressions, gypsum products, resins, dental waxes, porcelain and a variety of metals.
This course is a prerequisite for DENT 900, DENT 903.

Start date: October 5, 1978

Roundhouse DENT 906

Tuesdey end Thursdey, 6:30-9:30 p.m.
Cese Lome Campus
60 hours
Fee: $65.00
Materials: $20.00

This course is designed specifically for those interested in attempting the Provincial Registration Examinations. Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and wrought clasp fabrication. Some lectures will be given about the various materials used and their behaviour during mixing, manipulation and setting. Candidates will be asked to provide proof of acceptability for this particular study session.

Start dete: Merch 7, 1979

X-Rey Techniques DENT 907

Tuesdey end Thursday, 6:30-9:30 p.m.
Cese Lome Campus
30 hours
Fee: $55.00
Meterial: $25.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinical experience. Two basic techniques, bisecting angle and parallel cone, will be explained.

Start dete: October 3, 1978

Dentel Assistent Upgrading DENT 910

Tuesday and Thursday, 6:30-9:30 p.m.
Cese Lome Campus
Year I: 192 hours
Year II: 174 hours
Fees: $145.00
Meteriels: $60.00

Prerequisite: Prior to certification, students must complete the following courses or equivalent: English, Psychology, General Science, Typing 40 wpm).
This course is designed for the upgrading of uncertified dental assistants to certification in dental assisting. The program is offered in nine modules extending over a two-year period. Students may undertake only some of the modules offered in any one year with the objective of completing the program in five calendar years. The modules will be repeated every two years and are offered as follows:

Modules 1-4 Yeer I	
Office Administration	30 hours
Dental Materials and Laboratory	90 hours
Radiology Lectures and Clinic	30 hours
Dental Assisting Procedures	42 hours
Modules 5-9 Year II	
Oral Anatomy and Histology	60 hours
Oral Pathology	18 hours
Nutrition	30 hours
Oral Therapetics	36 hours
Pharmacology and Emergency Care	30 hours

Start dete: October 3, 1978

Phermecology for Registered Nurses PHAR 900

Monday, 5:00-8:30 p.m.
Nightingale Campus
45 hours
Fee: $50.00
Laboratory Fee: $15.00

Course Content: The purpose of this course is to update Registered Nurses in Pharmacology. It includes a theoretical component, simulated clinical practice and self-directed study through library research. Emphasis is placed on classification structure for drugs with a focus on new drugs, their use and administration and expected effect.

Start date: September 5, 1978

Living with Dying PSY 903

Wednesday, 6:00-9:00 p.m.
Nightingale Campus
30 hours
Fee: $35.00
Laboretory Fee: $5.00

The process of dying as it affects us personally is examined. The course will assist the participants to express feelings about death and learn to cope better with these feelings.
Opportunities are provided to practice skills used in communicating both verbally and non-verbally with dying patients and their 'significant others'.

Start dete: September 20, 1978

INDUSTRIAL TRAINING

Industrial Training

An Introduction to Real Estate — Segment I RE 900A

College Campus
30 hours
Fee: $65.00

Course Content: This course covers the following topics: ownership of real property; real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

An Introduction to Real Estate — Segment II RE 900B

College Campus
60 hours
Fee: $105.00

Prerequisites: Evidence of completion of Segment I; 75% pass mark on the examination for Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.

An Introduction to Real Estate — Segment III RE 900C

College Campus
60 hours
Fee: $135.00

Prerequisites: Evidence of completion of: Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.

Principles of Mortgage Financing RE 902

College Campus
40 hours
Fee: $105.00

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.

Principles of Appraisal RE 903

College Campus
40 hours
Fee: $110.00

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.

Commercial Real Estate RE 904

College Campus
40 hours
Fee: $105.00

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.

Real Property Law RE 905

College Campus
40 hours
Fee: $105.00

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of the real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review.

Basic Skills of Cleaning and Sanitation for Supervisors HSA 950

Monday and Wednesday
7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

This course is designed for those interested in advancement in the cleaning maintenance field. It is suitable for those working in hospitals, universities, schools and commercial buildings. It is a prerequisite for course HSA 951.

Course Content: Cleaning skills, methods, procedures; products and equipment; surfaces to be cleaned, including all types of floors; housekeeping bacteriology.

Basic Housekeeping Supervision HSA 951

Tuesday and Thursday
7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

This course is designed to develop supervisory and management techniques, and is a continuation of HSA 950. Successful completion of both courses HSA 950 and 951 is equivalent to the four-week, full-time Supervisor course given in conjunction with the Ontario Hospital Housekeeping Association. This certificate is recognized by the Ontario Hospital Association.

Course Content: Supervisors' duties and responsibilities; planning and organizing workloads, schedules, training programs; how to instruct; budget preparation and control; communications and safety.

Carpet Care CARP 903

Tuesday, 7:00-10:00 p.m.
College Campus
30 hours
Fee: $35.00

This course is aimed at building managers, housekeepers, contract cleaners, as well as those using carpet care equipment.

Course Content: Carpet construction; fibres and pile characteristics; installation; cleaning maintenance methods and procedures, including dry, foam, wet and steaming extraction; use and care of modern equipment; maintenance programming and practical work.

Work Study ES 909

Monday, 7:00-10:00 p.m.
College Campus
60 hours
Fee: $65.00

The objective of the work study course is to prepare the student for effective participation in work study in his own company or organization. It will be very beneficial to the Executive Housekeeper or Supervisor since the techniques may be applied to any operation, large or small. It will also provide a strong base on which any ambitious housekeeper could build his experience.

NOTE: For information about start dates for the above courses, phone 967-1212 ext. 595.

Transport Driving TRANS 900

Saturday, 8:00 a.m.-5:30 p.m.
College Campus
57 hours
Fee: $250.00

Prerequisite: One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Start dates: September 9, 1978
October 28, 1978
January 6, 1978

Transport Driver Trainer TRANS 903

College Campus
30 hours
Fee: $100.00

Prerequisite: Current Ontario driver's license for, and 5 years' experience of driving, the vehicle for which instruction is to be given and/or recommendation of employer.

Note: For information on start dates, phone 967-1212 ext. 283/4/5.

THEATRE ARTS MUSIC & DANCE

Theatre Arts, Music and Dance

Theatre Arts

The Part-Time (Extension) courses described below are offered by the College in response to the widespread desire and need of people for participation in the dynamic and flourishing theatrical activities of Toronto. The courses provide the opportunity for serious study as well as for self-development and enjoyment.

Acting for Beginners THEA 900

Monday and Wednesday
7:00-9:30 p.m.
St. James Campus
50 hours
Fee: $55.00

Start dates: September 25, 1978
January 15, 1979
April 2, 1979

Acting intermediate Level THEA 901

Tuesday & Thursday, 7:00-9:30 p.m.
St. James Campus
50 hours
Fee: $55.00

Start dates: September 26, 1978
January 16, 1979
April 3, 1979

THEA 900 and THEA 901 are activity courses, providing practical exploration and development of actor's art through improvisation and physical, vocal and mental techniques.

Acting and Public Speaking THEA 923A

Wednesday, 6:00-8:30 p.m.
Casa Loma Campus
25 hours
Fee: $55.00

This course is designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationships.

Start dates: October 4, 1978
January 17, 1979
April 4, 1979

Practical Theatre THEA 924

Friday, 7:00-10:00 p.m.
Saturday, 9:00 a.m.-1:00 p.m.
St. James Campus
50 hours
Fee: $55.00

Provides project development and practical theatrical experience under professional direction. Previous courses or acceptable experience are necessary.

Start dates: October 20, 1978
January 17, 1979
April 6, 1979

Music Courses

The courses are designed to complement existing programs at secondary and post-secondary levels, and all are intended to further playing ability.

All courses are offered in Fall, Winter and Spring terms. (The Summer term takes the form of a specially designed Summer School of Music).

Please write or telephone: George Brown College, Music Department, P.O. Box 1015, Station "B", Toronto, Ontario M5T 1T9 (416) 967-1212 Extension 738/739.

Instrumental Group instruction (Beginning Basic) MU 944

Monday to Friday
(according to instrument)
4:00-6:00 p.m. or 7:00-9:00 p.m.
10 weeks
20 hours
Fee: $45.00

Instruction in the following instruments will be offered for students studying the same instrument; recorder, accordion, harmonica, guitar, flamenco guitar, mandolin and fiddle.
Minimum enrolment 8 students per class.

Start dates: October 2, 1978
January 15, 1979
April 2, 1979

Instrumental Group instruction (Intermediate) MU 945

Monday to Friday
(according to instrument)
4:00-6:00 p.m. or 7:00-9:00 p.m.
10 weeks
20 hours
Fee: $45.00

Instruction in the following instruments will be offered for students studying the same instruments; recorder, accordion, harmonica, guitar, flamenco guitar, mandolin and fiddle.
Minimum enrolment 8 students per class.

Start dates: October 2, 1978
January 15, 1979
April 2, 1979

Music Theory MU 940

Wednesday and Friday,
6:00-8:00 p.m.
10 weeks
30 hours
Fee: $45.00

Students having basic music-reading skills will study the rudiments of music theory. This course will include ear-training and keyboard harmony where applicable.
Minimum enrolment 8 students per class.

Start dates: October 11 and 13, 1978
January 24 and 26, 1979
April 11 and 13, 1979

Harmony MU 941

Tuesday and Thursday, 6:00-8:00 p.m.
10 weeks
30 hours
Fee: $45.00

Students having completed MU 940 or equivalent, will study instrumental and vocal four-part writing, voice leading cadences with a significant portion of ear-training. Minimum enrolment — 8 students per class.

Start dates: October 10 and 12, 1978
January 23 and 25, 1979
April 10 and 12, 1979

Popular Keyboard (Beginning Basic) MU 910

Tuesday, 6:00-8:00 p.m.
Wednesday, 9:30-11:30 a.m.
10 weeks
20 hours
Fee: $70.00

Keys, major scale, treble and bass clefts, flats, sharps, triads, note values, counting, rhythm.
Maximum 10 students.

Start dates: October 3, 1978
January 16, 1979
April 3, 1979

Popular Keyboard (Intermediate) MU 911

Tuesday, 8:00-10:00 p.m.
Wednesday, 1:30-3:30 p.m.
10 weeks
20 hours
Fee: $70.00

Continuation from MU 910: chord variations, key signatures, inversions, minor scales, rhythm, accompaniment.
Maximum 10 students.

Start dates: October 3, 1978
January 16, 1979
April 3, 1979

Popular Keyboard (Advanced) MU 912

Thursday, 6:00-8:00 p.m.
Thursday, 9:30-11:30 a.m.
10 weeks
20 hours
Fee: $70.00

Continuation from MU 911: chord inversions, ninth chord structures and voicings, full right hand, transposing, advanced accompaniment techniques.
Maximum 10 students.

Start dates: October 5, 1978
January 18, 1979
April 5, 1979

Sing-a-long Chorale MU 952

Tuesday, 7:00-9:00 p.m.
52 hours
Fee: $60.00

Designed for the individual who has always enjoyed singing but never dared join in a group before, this course will include training in sight reading, harmonization, and sectional training. A broad range of repertoire will be enjoyed from popular selections, rock opera, musicals, folk and ethnic material, to sacred works and more traditional material.
Public concerts will be included in this course.

Start date: October 3, 1978

School of Dance
Director: Lois Smith

The curriculum of all courses is designed for progression over a period of 39 weeks, which is divided into two terms — the first term is 20 weeks duration and the second term 19 weeks. Generally classes start only once per year.

Term Dates

1st Term — September 11, 1978 — February 10, 1979 (includes 2 week Christmas break)

2nd Term — February 12, 1979 — June 30, 1979 (includes 1 week Easter break).

Entrance Requirements — Junior and Senior School

Minimum — Students must be aged 7 years on or before December 31, 1978 in order to commence classes in September, 1978.

Maximum — Where a student has graduated from High School, or passed the age of 19, and who does not wish to become a professional dancer or who, in the opinion of the Director, does not have the potential to become a professional dancer he/she will be recommended to continue training in the Non-professional Courses.

Auditions — Students with previous training at other schools will be required to attend grading auditions on the following days:

2-3 years training .....September 7, 1978 at 4:30-5:30
3-5 years training .....September 7, 1978 at 5:45-6:45
Over 5 years training .....September 7, 1978 at 7:00-8:30

Form 1

Wednesday, 4:45-5:45 p.m.
Saturday, 12 noon-1:00 p.m.
Term 1: 40 hours
Fee: $140.00
Term 2: 38 hours
Fee: $135.00

Form 2

Tuesday, 4:45-5:45 p.m.
Saturday, 9:30-10:30 a.m.
Term 1: 40 hours
Fee: $140.00
Term 2: 38 hours
Fee: $135.00

Form 3

Wednesday, 4:45-6:00 p.m.
Saturday, 9:30-10:45 a.m.
Term 1: 50 hours
Fee: $140.00
Term 2: 47½ hours
Fee: $135.00

Form 4

Monday, 4:45-6:00 p.m.
Friday, 4:45-6:00 p.m.
Term 1: 50 hours
Fee: $140.00
Term 2: 47½ hours
Fee: $135.00

Form 5

Monday, 6:00-7:30 p.m.
Thursday, 4:30-6:00 p.m.
Term 1: 60 hours
Fee: $140.00
Term 2: 57 hours
Fee: $135.00

Form 6

Thursday, 4:30-6:00 p.m.
Saturday, 11:15 a.m.-12:45 p.m.
Term 1: 60 hours
Fee: $140.00
Term 2: 57 hours
Fee: $135.00

Students will be encouraged to take all additional classes at their level beyond the minimum requirement and each additional class per week carries a fee of $80.00 per term.

Elementary

Tuesday, 4:30-6:00 p.m.
Thursday, 4:30-6:00 p.m.
Saturday, 1:00-2:30 p.m.
2 classes per week
Term 1: 60 hours
Term 2: 57 hours

Intermediate

Monday, 4:30-6:00 p.m.
Wednesday, 4:30-6:00 p.m.
Friday, 6:00-7:30 p.m.
Saturday, 2:30-4:00 p.m.
2 classes per week
39 hours per term
Fee: $90.00

Advanced

Monday to Friday
9:30-11:30 a.m.
2 classes per week
39 hours per term
Fee: $90.00

Includes pointe work.

Boys Ballet Classes

Level 1 (ages 9-11)

Monday and Wednesday
4:45-6:00 p.m.
Term 1: 50 hours
Fee: $140.00
Term 2: 47½ hours
Fee: $135.00

Level 2 (ages 12-14)

Monday and Wednesday
6:00-7:30 p.m.
Term 1: 60 hours
Fee: $140.00
Term 2: 57 hours
Fee: $135.00

Pointe Classes

Basic
Saturday, 1:15-2:15 p.m.

Elementary

Tuesday, 6:15-7:15 p.m.
Saturday, 2:45-3:45 p.m.

Intermediate

Monday, 6:15-7:15 p.m.
Friday, 7:30-8:30 p.m.

1 class per week
Term 1: 20 hours
Fee: $80.00
Term 2: 19 hours
Fee: $75.00

2 classes per week
Term 1: 40 hours
Fee: $140.00
Term 2: 38 hours
Fee: $135.00

Composite Courses

These special courses are designed to provide a more all-round training for those students interested in a professional career in dance.

Form 5

Ballet

Monday, 6:00-7:30 p.m.
Thursday, 4:30-6:00 p.m.

National

Thursday, 6:15-7:15 p.m.
Term 1: 80 hours
Fee: $170.00
Term 2: 76 hours
Fee: $160.00

Form 6

Ballet

Thursday, 4:30-6:00 p.m.
Saturday, 11:15 a.m.-12:45 p.m.

National

Thursday, 6:15-7:15 p.m.

Pointe

Saturday, 1:15-2:15 p.m.
Term 1: 100 hours
Fee: $185.00
Term 2: 95 hours
Fee: $175.00

Elementary

Ballet

Tuesday, 4:30-6:00 p.m.
Saturday, 1:00-2:30 p.m.

Pointe

Tuesday, 6:15-7:15 p.m.
Saturday, 2:45-3:45 p.m.

Spanish

Monday, 4:45-6:00 p.m.
Term 1: 125 hours
Fee: $200.00
Term 2: 118¾ hours
Fee: $190.00

Intermediate

Ballet

Monday, 4:30-6:00 p.m.
Friday, 6:00-7:30 p.m.

Pointe

Monday, 6:15-7:15 p.m.
Friday, 7:30-8:30 p.m.

Modern or Jazz

Wednesday, 6:00-7:30 p.m.
Term 1: 130 hours
Fee: $210.00
Term 2: 123½ hours
Fee: $200.00

Professional Course

All the courses listed above lead to enrollment in the 2-year professional program, currently pending Ministry approval.

Benesh Notation

Elementary

A unique system of Dance Notation used for the preservation of original choreography. This course will be of particular interest to teachers; for class preparation, reading newly notated syllabi, and staging classical solos. On completion of the first year the Benesh Elementary examination will be taken.

Wednesday and Friday
1:00-3:00 p.m.
Term 1: 80 hours
Fee: $155.00
Term 2: 76 hours
Fee: $145.00

Non-Professional Courses

A special program for interested adults, amateur and professional actors, as well as former dance students not interested in a professional career in dance.

Ballet

Level 1

Monday, Tuesday and Wednesday
7:30-8:45 p.m.
Thursday, 6:00-7:30 p.m.
Friday, 7:15-8:30 p.m.
Wednesday (men only)
7:30-8:45 p.m.
Term 1: 25 hours
Fee: $80.00
Term 2: 23¾ hours
Fee: $75.00

Level 2

Monday, 7:30-8:45 p.m.
Tuesday and Friday, 6:00-7:15 p.m.
Term 1: 25 hours
Fee: $80.00
Term 2: 23¾ hours
Fee: $75.00

Level 3

Tuesday and Thursday, 7:30-9:00 p.m.
Wednesday, 6:00-7:30 p.m.
Term 1: 30 hours
Fee: $80.00
Term 2: 28½ hours
Fee: $75.00

Level 4

Monday, 7:30-9:00 p.m.
Wednesday, 6:00-7:30 p.m.
Term 1: 30 hours
Fee: $80.00
Term 2: 28½ hours
Fee: $75.00

Level 5

Thursday, 7:30-9:00 p.m.
Term 1: 30 hours
Fee: $80.00
Term 2: 28½ hours
Fee: $75.00

Jazz

Beginners

Monday, 6:00-7:15 p.m.
Tuesday, 7:30-8:45 p.m.
1 class per week
Term 1: 25 hours
Fee: $80.00
Term 2: 23¾ hours
Fee: $75.00

Elementary

Tuesday, 6:00-7:30 p.m.
Term 1: 30 hours
Fee: $80.00
Term 2: 28½ hours
Fee: $75.00

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